



COMDTNOTE 1001
13 JUN 05

COMMANDANT NOTICE 1001

CANCELLED: 13 JUN 06

Subj: CH-2 TO RESERVE POLICY MANUAL, COMDTINST M1001.28A

1. **PURPOSE.** This Notice publishes change two to the Reserve Policy Manual.
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Judge Advocate General, and chiefs of special staff offices at Headquarters shall ensure compliance with the provisions of this Notice. Official distribution will be made via the Coast Guard Directives System CD on the World Wide Web at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm> and on the intranet web site at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>. No paper distribution will be made of this Notice. Internet release is authorized. An electronic version can also be found on the Coast Guard Headquarters intranet web site at <http://cgweb.uscg.mil/g-w/reserve/Pubs/RPM.pdf> and on the Coast Guard Reserve internet web site at <http://www.uscg.mil/hq/reserve/pubs/RPM.pdf>.
3. **DIRECTIVES AFFECTED.** None.
4. **SUMMARY.** Emboldened text and a vertical line in the outside page margin denote major changes. Purely editorial changes are not highlighted, e.g., assignment of new staff symbols within the office of the Assistant Commandant for Human Resources (CG-1), formerly (G-W). Major changes are summarized as follows:
 - a. Chapter 1.D.2 – Modified to include reservists mobilized from a non-drilling status;
 - b. Chapter 1.E –Eliminates enlisted RY and RM accession programs; renames MRN correspondence courses;
 - c. Chapter 3.B.1 – Units may also request reserve orders – discontinues use of Form CG-3453 and mandates Direct Access;

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13 JUN 05

- d. Chapter 3.B.4 – Clarifies entitlements for short-term and long-term active duty; explains PCS entitlements for attending Class “A” school convenings with a scheduled duration over 139 days;
- e. Chapter 3.B.5 – Modifies point of contact information for reserve travel entitlement inquiries;
- f. Chapter 3.B.6 – Modifies active duty order authorities; clarifies active duty requirements for reservists with 16 years or more of combined active service;
- g. Chapter 3.C.2 and 3.C.3 – Modifies source of Class “A” and “C” school schedule and requirement information;
- h. Chapter 3.C.4 – Modifies Class “A” and “C” school application process;
- i. Chapter 4.B.2 – Adds additional requirement for transferring certain unsatisfactory participants to the IRR; removes option for certain unsatisfactory participants to transfer to the ISL, Standby Reserve; establishes CGPC-rpm as approving official for transfers to the IRR; adds reference to Administrative Separation Board Manual;
- j. Chapter 4.B.5 – Retitled and revised to require all retirement qualified members of the IRR to earn at least 50 points per anniversary year;
- k. Chapter 5.A.1 – Adds an additional assumption to consider when making reserve assignments;
- l. Chapter 5.A.3 – Requires reserve assignment officers to notify recruiters of vacant positions for new accessions;
- m. Chapter 5.A.5 to 5.A.7 – Introduces standardized officer and enlisted assignment guidelines;
- n. Chapter 5.A.8 – Clarifies guidelines for overbilleting reservists;
- o. Chapter 5.A.9 – Defines unit training capacity requirements for reserve assignments;
- p. Chapter 5.A.10 – Modifies policy for reassignment due to promotion or advancement;
- q. Chapter 5.A.11 – Updates assignment limitations;
- r. Chapter 5.A.13 – Clarifies SELRES assignment status when involuntarily mobilized;
- s. Chapter 5.B.2 – Establishes process to request transfer of RELADs and eligible reservists to IRR;
- t. Chapter 5.B.3 – Modifies requirements for transfer to the Standby Reserve;
- u. Chapter 5.B.8 – Chief warrant officers and enlisted members with 30 years of service are transferred to the ISL, unless they request transfer to TRAPAY CAT H, retirement, or a waiver;
- v. Chapter 6.A.6 – Certain reservists released from active duty within 30 days due to inability to perform are not processed through the Physical Disability Evaluation System;

13 JUN 05

- w. Chapter 6.A.7 – Updates pregnancy policy;
- x. Chapter 6.B.3 – Notice of Eligibility recipients shall not be transferred from their SELRES assignment while incapacitation is unresolved;
- y. Chapter 7.A.12 – Requires Senate confirmation of appointment before frocking selectees for flag grade or captain;
- z. Chapter 7.C.4 – Minimum time in SELRES for advancement must be in current rating;
- aa. Chapter 7.C.8 – Clarified to also permit supplemental advancement after reduction in rate;
- bb. Chapter 8.A.5 – Establishes policy for qualified reservists required to retire due to age who are also subjects of a pending Physical Disability Evaluation System case; reflects new statutory requirement that reserve officers not on active duty be removed from an active status at age 60 vice 62;
- cc. Chapter 8.A.6 – Requires all commissioned officers, except those selected for flag grade, to be removed from active service at 30 years commissioned service;
- dd. Chapter 8.B.4 – Requires enlisted members to be removed from active status at 30 total years service;
- ee. Chapter 8.C.1 – Reservists who accumulate 20 qualifying years for non-regular retirement after 30 April 2005 are no longer required to serve their last six years in a Reserve component;
- ff. Chapter 8.C.2 – RET-2 reservists are entitled to unlimited commissary benefits; and,
- gg. Chapter 8.C.12 – Limits age waivers to enlisted reservists; reservists eligible for retirement will be removed from active status upon completing 30 years of service.

5. PROCEDURES. Remove and insert the following pages:

Remove

iii-iv

1.D Pages 19-20

1.E Pages 23-28

3.B Pages 7-14

3.C Pages 15-18

4.A Pages 3-8

4.B Pages 9-14

Chapter 5

6.A Pages 9-10

6.B Pages 13-14

6.B Pages 17-18

7.A Pages 11-12

7.C Pages 21-24

8.A Page 5-8

Insert

iii-iv

1.D Pages 19-20

1.E Pages 23-28

3.B Pages 7-14

3.C Pages 15-18

4.A Pages 3-8

4.B Pages 9-14

Chapter 5

6.A Pages 9-10

6.B Pages 13-14

6.B Pages 17-18

7.A Pages 11-12

7.C Pages 21-24

8.A Pages 5-8

13 JUN 05

8.B Pages 9-12
8.C Pages 13-14
8.C Pages 21-22
Index i-vii

8.B Pages 9-12
8.C Pages 13-14
8.C Pages 21-22
Index Pages i-viii

6. ENVIRONMENTAL ASPECT AND IMPACT. Environmental considerations were examined in the development of this Notice and have been determined to be not applicable.
7. FORMS/REPORTS. Forms listed throughout this directive are available on the internet:

CG-3307 Administrative Remarks
CG-3019 Receipt for Clothing and Small Stores (Male)
CG-3019A Receipt for Clothing and Small Stores (Female)
<http://www.uscg.mil/ccs/cit/cim/forms1/welcome.htm>

CG PSC-2055A Reserve Retirement Transfer Request
CG PSC-4700 Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Election
<http://www.uscg.mil/hq/psc/forms/>

DD Form 368 Request for Conditional Release
<http://www.dtic.mil/whs/directives/infomgt/forms/formsprogram.htm>

Louis M. Farrell /s/
Captain, U.S. Coast Guard Reserve
Acting Director of Reserve and Training

Encl: (1) CH-2 to Reserve Policy Manual, COMDTINST M1001.28A

TABLE OF FIGURES

FIGURE	DESCRIPTION	PAGE
CHAPTER 1		
1-1	Statutory Reserve Recall Authorities	5
1-2	Regulatory/Policy Time-Line	9
1-3	Post WWII CG SELRES Strength	12
1-4	Categories of the Coast Guard Reserve	15
1-5	Reserve Component Categories	16
1-6	SELRES Training/Pay Categories	20
1-7	IRR Training/Pay Categories	21
1-8	Standby Training/Pay Categories	22
1-9	Authorized Types of Duty and Training/Pay Categories	22
1-10	Reserve Classifications	24
1-11	Reserve Classification Codes	24
CHAPTER 2		
2-1	Types of CG Reserve Inactive Duty	3
2-2	Example of Individual Inactive Duty Orders	8
2-3	Example of Group Inactive Duty Orders	9
CHAPTER 3		
3-1	Categories of CG Reserve Active Duty	3
CHAPTER 5		
5-1	Officer Career Paths	23
5-2	Enlisted Career Paths	24
CHAPTER 6		
6-1	Pay and Allowances Entitlement	6
6-2	Sample Notice of Eligibility	15
6-3	Sample Notice of Eligibility Endorsement	16
6-4	Sample Claim for Incapacitation Pay	18
6-5	Certificate of Physical Condition by Medical Authority	19
6-6	Sample ISC (pf) Incapacitation Pay Claim Verification	20
CHAPTER 7		
7-1	Final Multiple for Advancement	20
7-2	Minimum Good Conduct Eligibility for Advancement	21
7-3	Minimum Time in SELRES for Advancement	21
7-4	Minimum Active Duty Days for Advancement	22
CHAPTER 8		
8-1	Worksheet for Computing a Year's Retirement Points	18
8-2	Formula for Computing Reserve Retired Pay	19
8-3	Worksheet for Computing Retirement Points for Partial Anniversary Years	20

Chapter 1 Section D

RESERVE TRAINING/PAY CATEGORIES

In this Section:

Paragraph	Topic	See Page
1.D.1	Training/Pay Categories	20
1.D.2	SELRES Training/Pay Categories	20
1.D.3	IRR Training/Pay Categories	21
1.D.4	Training Pipeline Categories	21
1.D.5	Standby Reserve Training/Pay Categories	22
1.D.6	Authorized Types of Duty	22

Chapter 1 Section D

RESERVE TRAINING/PAY CATEGORIES

1.D.1 Training/Pay Categories (TRAPAY CATs)

Reserve Component Categories and sub-categories (see Section C of this chapter) are further divided into Training/Pay Categories (TRAPAY CATs), which identify training requirements and pay eligibility. These categories further separate reservists based on their different participation requirements and types of paid and/or non-paid duty that may be performed.

1.D.2 SELRES Training/Pay Categories

TRAPAY CAT	Comprised of
A	Drilling unit reservists, required to perform 48 IDT drills and a minimum of 12 ADT days per fiscal year.
B	Drilling enlisted reservists awaiting second part of split IADT, required to perform an average of 4 drills per month during interphase period (e.g., 8 month interphase period = requirement to perform 32 drills). Second phase of IADT satisfies annual training requirement for FY.
C	Prior-service enlisted members awaiting IADT who are authorized by servicing ISC (pf) to perform IDT or RMPs.
D	CG Reserve flag officers, Selective Service System or Emergency Preparedness Liaison Officers. Required IDT drills vary from 0 to 48; minimum 12 days per FY required to satisfy annual training requirement.
F	Enlisted reservists currently on IADT (includes the second part of split IADT).
M	Reservists currently mobilized, but expected to return to previous status upon RELAD.

(Figure 1-6)

- TRAPAY CAT A** is comprised of drilling unit reservists, who participate in unit training activities on a part-time basis. Except as otherwise specifically provided, these reservists are required to participate in 48 scheduled drills or training periods and perform not less than 12 days of active duty for annual training (exclusive of travel time) each fiscal year.
- TRAPAY CAT D** is comprised of trained reservists assigned to specific Reserve PAL positions (e.g., CG Reserve flag officers) or to positions outside the Service (e.g., Selective Service System or Emergency Preparedness Liaison Officers – EPLOs) that must be filled to support mobilization (pre and/or post mobilization) requirements, contingency operations, or other specialized or technical requirements. They participate in training activities on a part-time basis preparing for active service as required. The amount of IDT may vary from 0 to 48 drills per year. All members in this category must perform a minimum of 12 days of annual training each year.

Chapter 1 Section E

RESERVE ACCESSION CLASSIFICATIONS

In this Section:

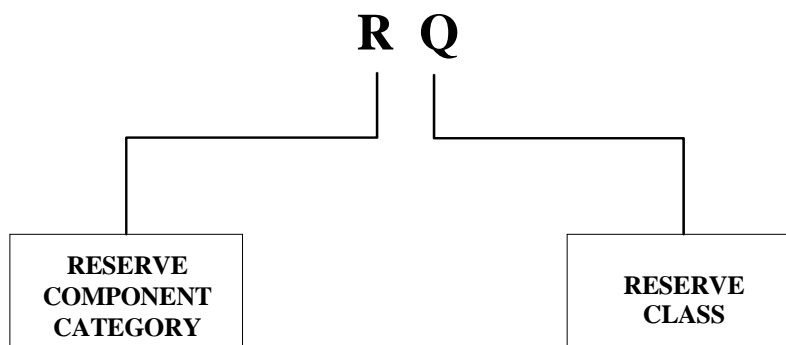
Paragraph	Topic	See Page
1.E.1	Reserve Classifications	24
1.E.2	Enlisted Programs	25
1.E.3	Officer Programs	26

Chapter 1 Section E

RESERVE ACCESSION CLASSIFICATIONS

1.E.1 Reserve Classifications

In addition to being divided into Reserve Component Categories (RCCs) and TRAPAY CATs, reservists are also divided into Reserve Classifications, which identify their accession source and Military Service Obligation (MSO). Reserve Classifications usually appear as two-character alpha codes; the first character is the member's RCC and the second character describes the accession source.



(Figure 1-10)

When the member is:	the classification is:
A reserve officer not on EAD, within 8 year MSO.	I
A prior-service CG enlisted member, released from active duty (RELAD) with portion of 8 year MSO remaining.	J
An enlisted reservist who performs a split-phase IADT (basic training during 1 st phase and "A" School during 2 nd phase); incurs 8 year MSO with SELRES obligation during first 6 years.	K
A student participating in the Maritime Academy Reserve Training Program (MARTP); incurs 8 year MSO with SELRES obligation during first 6 years. This accession program is inactive.	M
A reservist with remaining MSO, not in another class (mostly prior-enlisted from other services).	N
An enlisted reservist who attends recruit training and Class "A" School during one IADT phase; incurs 8 year MSO with SELRES obligation during first 6 years.	P
A reservist without a remaining statutory MSO.	Q
A Reserve direct petty officer, with no prior military service; incurs 8 year MSO with SELRES obligation during first 6 years.	X
An enlisted reservist who attends recruit training and a minimum of 90 days OJT while on IADT; incurs 8 year MSO with SELRES obligation during first 6 years. This accession program is inactive.	Y

(Figure 1-11)

Chapter 1 Section E

RESERVE ACCESSION CLASSIFICATIONS

1.E.2 Enlisted Programs

Specific requirements and procedures for Reserve enlisted accessions are outlined in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series), but the following are brief descriptions of training and service obligations for the different enlisted accession programs.

- a. **RP** – this program is designed to recruit and train personnel with no prior military service who are available for approximately six consecutive months to complete IADT. IADT for RP reservists includes recruit training and completion of Class “A” school. After IADT, RP reservists are transferred from TRAPAY CAT F to A and report to their units to begin drilling. RP reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.
- b. **RK** – this program is designed to recruit and train college students or students entering their last year of high school who have no prior military service, by implementing a split-phase IADT period. Phase I consists of recruit training, and may begin anytime but is normally scheduled in the summer. Failure to complete Phase I will generally result in discharge. After basic training is completed, RK reservists are transferred from TRAPAY CAT F to B, and begin their inter-phase period. Members are required to drill at their assigned unit an average of four drills per month (for a maximum of 48 paid drills per fiscal year) over the duration of the inter-phase period, where they work to advance to E-3. Then they are placed back in TRAPAY CAT F to attend Class “A” School for Phase II of IADT, which is performed during the summer after recruit training. Upon completion of Class “A” School, RK reservists transferred to TRAPAY CAT A and return to their drilling units. If the RK reservist is re-phased and unable to complete the school due to a prior documented educational commitment, they are rescheduled for Phase II the following summer. RK reservists who fail Class “A” School return to their units with no further IADT required. RK reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.
- c. **RX** – this program is designed to recruit and train non-prior service applicants who possess skills acquired in the civilian sector that qualify them for enlistment in pay grades E-4 and above. RX reservists will complete Reserve Enlisted Basic Indoctrination (REBI) as IADT before being transferred to TRAPAY CAT A and reporting to a unit to begin drilling. RX reservists must complete performance qualifications and pass the rating related correspondence courses **and Enlisted Professional Military Education (E-PME) requirements** for the level enlisted into within two years of release from IADT. Requests to extend the two-year deadline may be submitted to the servicing ISC (pf) via the chain of command. RX reservists incur a six-year SELRES obligation upon recruitment, including time served on IADT. The remaining two years of their eight-year MSOs may be served in the IRR.

Chapter 1 Section E

RESERVE ACCESSION CLASSIFICATIONS

- d. **RJ** – this program is for prior-service (Coast Guard) enlisted members in pay grades E-3 and above, who are released from active duty with remaining military obligation. They are transferred to TRAYPAY CAT A to begin drilling at their assigned units and additional IADT is not required. Non-rated RJ reservists may attend Class “A” School if funding and quotas are available. There is generally no SELRES obligation for RELADs with at least four years of active service, only an obligation to remain in the Ready Reserve.
 - e. **RN** – this program is for prior-service (other than Coast Guard) enlisted members, E-3 and above, with remaining military obligation. RN reservists attend REBI for IADT before being transferred to TRAPAY CAT A to begin drilling at a unit, but ISC (pf)s may provide authorization for RN reservists to drill before IADT attendance on a case-by-case basis to take advantage of unique or seldom-scheduled unit training opportunities. RN reservists may attend Class “A” School if funding and quotas are available. There is generally no SELRES obligation for members with at least four years of prior active duty service, only an obligation to remain in the Ready Reserve.
 - f. **RQ** – this program is for prior service enlisted members in pay grades E-3 and above (Coast Guard and other services) with no remaining military obligation. RQ reservists with prior Coast Guard service must attend REBI to perform IADT before being transferred to TRAPAY CAT A to begin drilling if they have not actively participated in the Coast Guard for more than five years. RQ reservists with other prior service must attend REBI to perform IADT before beginning to drill. ISC (pf)s may provide authorization for RQ reservists to drill before IADT attendance on a case-by-case basis to take advantage of unique or seldom-scheduled unit training opportunities.
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1.E.3 Officer Programs

Specific requirements and procedures for most Reserve officer accession programs are outlined in the Coast Guard Recruiting Manual, COMDTINST M1100.2 (series).

- a. Most selectees for the Coast Guard Officer Candidate (OCS) program and selectees for Direct Commission Officer (DCO) programs are given commissions in the Coast Guard Reserve and are required to serve an initial three-year extended active duty (EAD) contract, and then either integrate into the Regular Coast Guard or be released from active duty (RELAD) and serve five more years in the Ready Reserve to complete an eight-year military service obligation (MSO). Regular Coast Guard officers (officers who graduated from the Coast Guard Academy or who integrated into the Regular Coast Guard) may join the Ready Reserve when resigning their regular commissions by applying for the Regular-to-Reserve (R-to-R) commissioning program. See application procedures in the Personnel Manual, COMDTINST M1000.6 (series), Chapters 1.H and 12.A.

Chapter 1 Section E

RESERVE ACCESSION CLASSIFICATIONS

- b. Selected Reserve Direct Commission (SRDC) selectees attend a three-week Reserve Officer Candidate Indoctrination (ROCI) course at the Coast Guard Leadership Development Center for IADT before commissioning. SRDC selection boards may choose whether or not to require prior service Coast Guard, Navy, or NOAA officers to attend ROCI. Members with no prior military service incur an eight-year MSO. SRDC selectees must agree to serve a minimum of three years in the SELRES, and any remaining MSO may be performed in the IRR if they are unable to drill.
-

Chapter 1 Section E

RESERVE ACCESSION CLASSIFICATIONS

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

In this Section:

Paragraph	Topic	See Page
3.B.1	Active Duty Orders	8
3.B.2	Consecutive and Non-consecutive Active Duty	8
3.B.3	Paid and Non-paid Active Duty	9
3.B.4	Short-term and Long-term Active Duty	9
3.B.5	Travel while on Active Duty Orders	10
3.B.6	Active Duty Order Issuing Authority	11
3.B.7	Cancellation or Early Termination of Orders	12

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

3.B.1 Active Duty Orders

Active duty orders shall be generated in writing, in advance of reservists reporting for duty. Normally, orders should be issued at least one month before the scheduled duty to allow reservists time to provide notification to civilian employers and family members. Laws pertaining to a reservist's employment and reemployment rights, medical and pay entitlements resulting from injury while traveling to and from duty, and UCMJ authority all require official orders, as do travel and per diem allowances and advances, if applicable.

- (1) Requests for ADT-AT, ADT-OTD, ADSW, and IADT orders must be submitted by **the unit or the member utilizing the Reserve Orders module in Direct Access. Form CG-3453 shall no longer be used to request reserve orders.** Supervisors in the chain of command or commanding officers shall forward active duty requests to their servicing ISC (pf) in order for written orders to be issued well in advance of duty dates. Verbal orders may be issued in time-critical or emergency situations, but orders in writing must follow as soon as possible.
- b. Orders shall not be retroactively amended to change entitlements for duty already performed unless all facts and circumstances clearly demonstrate that some provision previously determined and definitely intended was omitted through error. Retroactive amendments of entitlements require documentation concerning original intent, facts and circumstances and shall be sent via the servicing ISC (pf) to Commandant (CG-122) with the claim. Careful avoidance of initial errors and amending of orders only for duty not yet performed will avoid costly administrative reviews and delays in processing.
- c. Coast Guard reservists who also work for the Coast Guard as civilian employees shall not perform active duty for the same chain of command that evaluates them as a civilian employee or contractor of the Coast Guard.

3.B.2 Consecutive and Non-consecutive Active Duty

ADT-AT, ADT-OTD and ADSW may be performed consecutively or non-consecutively. All other types of active duty shall be performed consecutively.

- a. Normally, ADT and ADSW are performed on consecutive calendar days. However, duty may be performed non-consecutively in one or more day increments over a set time period (e.g., 14 days to be completed between 2 February and 30 March). The span of non-consecutive orders shall be limited to 90 days. Leave is not authorized and cannot be reported at the completion of non-consecutive active duty. It is performed according to a schedule arranged between command and reservist; days of duty must be specified in writing (but not necessarily on the orders) before each day of duty starts (this protects the reservist and the command in the case of injury or other service-related concerns).

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

- b. Non-consecutive active duty is generally only used when the reservist lives close to the duty location (to minimize travel costs) and when the command determines that the nature of the training or duty allows its accomplishment in small increments. If travel allowances are authorized, the member will normally be paid only for a single round trip per set of orders. In order for a reservist to be paid for multiple trips to the duty site, the additional travel must be authorized by the servicing ISC (pf) and the orders must specify that the non-consecutive nature of the orders is for "convenience of the government, multiple travel is authorized."
- c. Documentation to support the completion of non-consecutive active duty must be promptly submitted after each period of duty (e.g., upon completion of 3 consecutive days followed by a break in duty or after each single day followed by a break in duty). Delayed reporting of duty results in a significant increase in administrative work and delayed payment to the member.

3.B.3 Paid and Non-paid Active Duty

Unless otherwise stated, active duty orders are assumed to be for pay. Non-pay active duty is always voluntary duty. Active duty without pay accrues retirement points the same as active duty with pay. Per diem is not normally authorized for reservists who are performing active duty without pay; however, units may separately authorize per diem for reservists performing active duty without pay while they are in a travel status. Members of the Standby Reserve who voluntarily perform active duty are not entitled to pay or allowances of any type incident to that duty.

3.B.4 Short-term and Long-term Active Duty

- a. Short-term active duty is performed consecutively for less than 140 days. Travel time allowed for authorized mode of transportation must be included in determining the number of days of duty (see Personnel Manual, COMDTINST M1000.6 (series), Chapter 4). **Members who perform short-term active duty are entitled to receive basic pay, a basic allowance for housing (BAH-II, Partial BAH, or BAH Diff), and a basic allowance for subsistence (Officer BAS, Enlisted BAS, or Enlisted BAS minus Discount Meal Rate). Members on short-term active duty may also be entitled to certain special pays and allowances, as prescribed in the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapter 12.** Permanent Change of Station (PCS) entitlements apply when duty is over 139 days. Reservists on short-term active duty remain in their SELRES assignments, but do not perform IDT during the course of the active duty orders (performing more than one form of duty on the same calendar day is prohibited).
- b. Long-term active duty is performed consecutively in excess of 139 days. Travel time allowed for authorized mode of transportation must be included in determining the

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

number of days of duty (see Personnel Manual, COMDTINST M1000.6 (series), Chapter 4). **Members who perform long-term active duty are entitled to receive basic pay, a basic allowance for housing (BAH-I) if not assigned government quarters, a basic allowance for subsistence (Officer BAS, Enlisted BAS, or Enlisted BAS minus Discount Meal Rate), CONUS COLA, and other special pays and allowances as prescribed in the U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series), Chapters 3 and 4.** PCS entitlements apply when duty is over 139 days. Reservists ordered to long-term active duty are removed from their SELRES assignments for the duration of the duty, and with the exception of involuntarily recalled reservists and Reserve Program Administrators, count against Coast Guard active component end strengths. Long-term active duty is automatically deducted from the AFC-01 military payroll account and must be reimbursed by the order issuing authority through funds transfer (e.g., funds for long-term ADSW-AC must be reimbursed to the military payroll account from the hiring command's AFC-30 operating expenses; funds for long-term ADT-OTD or ADSW-RC must be reimbursed from the Reserve Training appropriation). Copies of all long-term ADT-OTD or ADSW orders shall be sent to Commandant (CG-1012) when issued.

- c. **Reservists attending Class "A" School convenings with a scheduled duration over 139 days receive PCS entitlements in accordance with the Joint Federal Travel Regulations (JFTR U7150.C.3). Scheduled durations do not include intervening holiday periods such as the 16 day training holiday called for in the Personnel Manual, COMDTINST M1000.6 (series), Article 7.A.9.**

3.B.5 Travel while on Active Duty Orders

- a. Travel and per diem allowances are authorized in accordance with the JFTR for any reservist who must travel from outside of the local commuting area to the assigned duty station, if government quarters and messing are not available. There is no travel allowance entitlement for travel between the home and duty station when:
 - (1) both are in the corporate limits of the same city or town,
 - (2) the member chooses to commute daily between home and the place of active duty even though he or she would otherwise be entitled to travel and per diem allowances, or
 - (3) the order-issuing official determines that both are within a reasonable commuting distance of each other and that the nature of duty involved permits commuting.

However, members commuting under subparagraphs 2 and 3 above are authorized the applicable automobile or motorcycle mileage rate for one round trip between the home and duty station. If additional travel away from the duty station is required during a portion of the active duty period, separately prepared TDY orders shall be issued.

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

- b. The JFTR and the CG Supplement to Joint Federal Travel Regulations, Volume 1 (CGS-JFTR), COMDTINST M4600.17 (series), provide detailed instructions regarding transportation, travel and per diem allowances. The Personnel Service Center **Customer Care Branch** can be reached at **1-866-772-8724** for specific questions regarding Reserve travel entitlements. Every reservist performing active duty shall be authorized sufficient time to perform the travel involved, computed per the Personnel Manual, COMDTINST M1000.6 (series). Allowable travel time is considered active duty for all purposes normally ascribed to active duty.

3.B.6 Active Duty Order Issuing Authority

- a. Issuing authority for the different types of active duty is as follows (approval authority for extensions of orders also apply):
 - (1) IADT orders are authorized by Coast Guard Recruiting Command, with the exception of Phase II IADT orders (**for reservists not attending Class “A” School training within 28 days of the completion of recruit training/REBI**), which are **requested through the Reserve Orders module in Direct Access by the unit, approved by the servicing ISC (pf), and processed (report/depart) by the SPO.**
 - (2) All ADT-AT orders and ADT-OTD orders for **15** days or less are authorized by the servicing ISC (pf), **except in the case of orders for formal schools required for rating or qualification. For these cases, the servicing ISC (pf) may authorize ADT-AT or ADT-OTD orders for any length of time required for attending these formal schools.**
 - (3) **The servicing ISC (pf) may authorize up to 30 days ADT-OTD for reservists serving in their first fiscal year in the SELRES.**
 - (4) **The servicing ISC (pf) may authorize up to 45 days ADT-OTD for training directly related to initial qualification as coxswain, boat crewman, boat engineer, boarding officer or boarding team member.**
 - (5) **All other ADT-OTD orders for 16-30 days are authorized by the servicing MLC and processed through the servicing ISC (pf).**
 - (6) **All other** ADT-OTD orders exceeding 30 days are authorized by Commandant (CG-1313) and processed via the servicing ISC (pf). In addition, reservists shall not perform more than 30 days of ADT-OTD (**other than ADT-OTD outlined in subparagraphs (2) and (3) above**) in a fiscal year without receiving prior approval from Commandant (CG-1313).
 - (7) ADSW-AC orders are authorized by the funding command and are processed via the servicing ISC (pf).

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

- (8) ADSW-RC orders for **60** days or less are authorized by the servicing ISC (pf).
 - (9) **ADSW-RC orders for 61-139 days are authorized by the servicing MLC and processed via the servicing ISC (pf).**
 - (10) ADSW-RC orders exceeding **140** days are authorized by Commandant (CG-1313) and processed via the servicing ISC (pf).
 - (11) EAD orders are authorized by the Personnel Command (CGPC-epm) for enlisted members **and** CGPC-opm for officers. Requests for EAD shall be submitted via the servicing ISC (pf) to CGPC-epm in accordance with Recall of Enlisted Reservists to Extended Active Duty, COMDTINST 1141.3 (series), or via the servicing ISC (pf) to CGPC-opm in accordance with the Personnel Manual, COMDTINST M1000.6 (series).
 - (12) Orders for RPAs are authorized by CGPC-opm. Chapter 1 of the Personnel Manual, COMDTINST M1000.6 (series), provides guidance on appointment of RPAs.
 - (13) Involuntary recall orders are authorized by the servicing ISC or MLC (pf) once the Commandant has delegated Secretarial, Presidential or Congressional authority to the appropriate operational commander or commanders.
 - (14) ADHC orders are authorized by CGPC-rpm and processed via the servicing ISC (pf) in accordance with policy outlined in Chapter 6 of this Manual.
- b. **Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 16 years or more of combined active service, unless authorized by Commandant (CG-1). Reservists shall not perform any type of active duty (except ADT-AT) if it will result in the member accumulating 18 years or more but less than 20 years of combined active service, unless authorized by Commandant (G-CCS).** Years of combined active service are calculated in accordance with Personnel and Pay Procedures Manual, PSCINST M1000.2 (series), by combining all prior active duty days, including prior service in an Active component, ADT and ADOT. Points earned by performing inactive duty or by completion of correspondence courses are not used when calculating combined active service. **The command or order issuing official is responsible for requesting approval of these active duty requirements. Requests are submitted through the chain of command and must document the requirement and identify funding for the active duty period.**
 - c. Reservists shall not be issued orders to perform active duty unless in a Fit For Full Duty (FFFD) status (see Section 4.A.4 concerning waiver of AT requirement or Section 5.B.5 concerning deferment of active duty or transfer to the Standby Reserve due to temporary physical disqualification).

Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

- d. Reservists transferred from the SELRES due to unsatisfactory performance shall not perform any type of active duty unless Commandant (CG-131) authorizes orders.

3.B.7 Cancellation or Early Termination of Orders

- a. Active duty orders may be canceled before they are executed, through coordination and agreement between the individual reservists and their commands. As much advance notice as possible should be provided to the command and/or the member to allow for rescheduling of work and training at the unit or for reservists' civilian employment rescheduling. The command shall notify the servicing ISC (pf) immediately upon any agreement to cancel pending orders.
 - b. Once a reservist commences duty, that duty is no longer voluntary. A reservist who needs to leave active duty before the planned termination date due to unavoidable conflict must obtain approval for any changes from the appropriate supervisor. Should an unavoidable conflict occur, possible solutions include amending the orders to become non-consecutive or terminating the orders and rescheduling the remaining duty under a new set of orders. Requests for amendments or early termination of orders shall be submitted immediately to the servicing ISC (pf). In the event of cancellation or termination of long-term orders, the servicing ISC (pf) shall notify Commandant (CG-1012) for ADSW-AC orders or Commandant (CG-1313) for ADSW-RC or ADT-OTD orders.
 - c. Conditions for early termination of EAD or RPA contracts can be found in Chapter 12, Personnel Manual, COMDTINST M1000.6 (series). Conditions for early termination of involuntary recall orders can be found in Coast Guard Manpower Mobilization and Support Plan, COMDTINST M3061.1 (series).
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Chapter 3 Section B

ACTIVE DUTY ORDERS AND REQUIREMENTS

Chapter 3 Section C

RESIDENT TRAINING FOR RESERVISTS

In this Section:

Paragraph	Topic	See Page
3.C.1	Resident Training Defined	16
3.C.2	Resident Training Availability	16
3.C.3	Coast Guard Course Schedules	17
3.C.4	Application Process	18

Chapter 3 Section C

RESIDENT TRAINING FOR RESERVISTS

3.C.1 Resident Training Defined

Resident training is formal instruction at a place or location away from the normal duty station. Reservists may attend on either ADT or IDT orders, but normally ADT orders are used. Resident training should target skills that cannot easily or quickly be obtained through on-the-job training, correspondence courses, or other methods of instruction. Reasons for using resident training include the ability to use training materials, facilities and equipment, and assigned dedicated resident training staffs that are not available at the unit, to obtain skills not available by other means, and to establish communications networks with others who are working towards the same goals. Resident training for reservists includes:

- a. Coast Guard resident training:
 - (1) Basic training and indoctrination (performed by reservists on IADT orders).
 - (2) Coast Guard Class “A” courses, consisting of minimum essential rating training designed to provide the basic technical knowledge and skills required for job-entry level performance. The Class “A” course graduate is an apprentice who will initially require on-the-job training under supervision to carry out duties.
 - (3) Coast Guard Class “C” courses, consisting of short-term training designed to provide advanced/specialized knowledge and skills to perform a task, or group of tasks, required by a specific position or related to specific jobs, missions, types of equipment or advanced rates.
- b. Department of Defense (DoD) resident training, including Reserve War & Staff College courses.
- c. Other training provided by external organizations such as state enforcement, other federal agencies, private contractors or non-profit agencies such as the Coast Guard Auxiliary and the American Red Cross.

3.C.2 Resident Training Availability

All forms of resident training are open to reservists. Factors affecting a reservist's ability to obtain a quota include:

- a. The cost to attend the training (pay and allowances plus travel) and the availability of Reserve Training funding (e.g., funding for ADT-AT may be available, but funding for ADT-OTD or additional training fees may not).
- b. The member's eligibility for the class. Each class has specific eligibility requirements and some classes require prerequisite training (e.g., the requirements for Coast Guard Class “C” schools can be found in the Course Descriptions section of **the Class “A”**

Chapter 3 Section C

RESIDENT TRAINING FOR RESERVISTS

and “C” School Schedule. The schedule can be found on the Training Quota Management Center website and in Direct Access).

- c. Command approval of the training request (e.g., a command may want a member to obtain basic skills at the unit by performing on-the-job training before attending resident training, or may not want to send a reservist away to resident training for ADT-AT two years in a row, or may need all reservists assigned to perform their ADT-AT at the unit during a special non-recurring surge operation such as OPSAIL or the Olympics).
- d. Overall demand for a particular class. Some classes are in high demand and a program manager must prioritize requests to determine who receives available quotas. Units that have recently sent several personnel to a particular class fall to a lower priority and quotas may go to another unit that has a greater need to obtain the training.
- e. Duration of the class. Schools longer than two weeks require additional time commitment from reservists and require approval by an ISC (pf) to ensure availability of funds beyond the normal ADT-AT. Some Coast Guard Class “C” schools are designated reserve-specific because they were created specifically for those reservists who cannot attend longer courses because of their civilian job constraints. Information on these courses is available in Class Convening Schedule **section of the Class “A” and “C” School Schedule.**

3.C.3 Coast Guard Course Schedules

- a. Coast Guard Class “A” and Class “C” School schedules are **maintained in Direct Access by the Training Quota Management Center (TQC)**. An updated copy of **the convening list** is **always** available over the Internet at the TQC website: <http://www.uscg.mil/hq/tqc>.
- b. Additional resident training schedules are published by some CG HQ and Area or MLC program managers and by some district and unit commanders. Exportable (“road show”) training opportunities are available in some areas. Unit educational services or training officers should be the initial point of contact for obtaining the most up-to-date resident and exportable training opportunities and class schedules.
- c. Many Department Of Defense (DoD) school quotas require up to three years advance notice before the Coast Guard can obtain a quota. Take this into account when reviewing available DoD training.

Chapter 3 Section C

RESIDENT TRAINING FOR RESERVISTS

3.C.4 Application Process

- a. **Requests for new recruits requiring “A” school attendance must be submitted by the Coast Guard Recruiting Command and approved by Commandant (CG-1311) and Personnel Command (CGPC-epm) prior to the applicant’s recruit training or REBI ship date. Requests to change scheduled class convenings must be forwarded to CG-1311 by e-mail via the unit and servicing ISC (pf). “A” school requests for non-rates without a guaranteed school or rated personnel with approval to pursue lateral changes in rating must be forwarded to CG-1311 by e-mail via the unit and servicing ISC (pf).**
- b. **The Electronic Training Request (ETR) module of Direct Access shall be used for submitting Short-Term Resident Training requests. For other types of courses, unit educational services or unit training officers can advise concerning specific procedures. Members generally apply for courses by submitting requests to their supervisors well in advance of scheduled class convenings. Supervisors forward the requests through the chain of command to unit training officers, who process the requests. Requests for courses that require more than 15 days of active duty or requests for reservists who have already performed ADT-AT for the fiscal year must be submitted via the servicing ISC (pf) to certify Reserve Training funds availability for additional ADT-OTD days.**
- c. **The Training Quota Management Center (TQC) will notify units and members of their selection for Class “C” school training approximately eight weeks before the class starts by issuing “no cost” orders to the member in Direct Access which will appear in the Unit Airport Terminal. Units shall notify members of their selection and submit requests for ADT orders to their servicing ISC (pf) through the Reserve Orders module in Direct Access as soon as they receive the “no cost” orders from TQC. Unit training officers should contact TQC if the unit has not been notified of quota allocation after the eight-week point has passed.**

Chapter 4

PARTICIPATION STANDARDS

In this Section:

Paragraph	Topic	See Page
4.A.1	Satisfactory Participation Defined	4
4.A.2	SELRES Satisfactory Participation	4
4.A.3	Annual Training (AT) Requirement	5
4.A.4	Waiver of Annual Training (AT) Requirement	6
4.A.5	Travel or Change of Residence	6
4.A.6	IRR Satisfactory Participation	7

Chapter 4

PARTICIPATION STANDARDS

4.A.1 Satisfactory Participation Defined

Satisfactory participation is defined as the fulfillment of contractual and training requirements. Satisfactory participation shall be considered a factor of performance and shall be reflected in members' performance evaluations.

4.A.2 SELRES Satisfactory Participation

SELRES members are obligated to:

- a. Complete IADT;
- b. Report per orders;
- c. Attend 90% of scheduled, authorized paid IDT drills per fiscal year. To determine the appropriate number of drills to schedule for a reservist who enters the SELRES partway through a fiscal year, units should divide the total number of drills scheduled annually by 12 months, and then multiply this number by the number of complete months remaining in the fiscal year. For example, a reservist entering the SELRES on 14 December will have nine complete months remaining in the fiscal year, which equals 36 drills (nine multiplied by four) for a unit that schedules 48 drills annually, or 45 drills (nine multiplied by five) for a unit that schedules 60 drills annually;
- d. Satisfy the annual training (AT) requirement;
- e. Complete resident or correspondence courses required by the enlistment contract or commissioning program;
- f. Answer official correspondence;
- g. Respond to annual screening questionnaires;
- h. Promptly notify the Coast Guard via the chain of command of changes of residence and changes of phone number(s) or mailing address, changes in marital status or number of dependents, changes in civilian education or civilian employment, and any physical condition or other factor that would affect the member's immediate availability for active military service;
- i. Maintain physical fitness and weight standards. Different physical fitness standards are applied to different Coast Guard programs and can be found in the Training and Education Manual, COMDTINST M1500.10 (series). Maximum allowable weight standards can be found in Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST 1020.8 (series). Medical Manual, COMDTINST M6000.1 (series), contains physical and dental exam standards and requirements; and,

Chapter 4

PARTICIPATION STANDARDS

- j. Officers must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (10 U.S.C. 12642). **Additionally, all members in the Ready Reserve or Standby Reserve, Active Status who are retirement qualified, except for having reached sixty years of age, must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (see Section 4.B.5).**

Unsatisfactory participation is the failure to comply with any of the contractual obligations or program requirements listed above. Participation is also considered unsatisfactory when members of the SELRES acquire at least nine unexcused absences from scheduled training within a 12-month period or fail to meet standards prescribed for annual screening, training for advancement, or performance of duty. See Section 4.B, Failure to Participate.

4.A.3 Annual Training (AT) Requirement

- a. By Coast Guard policy, the AT requirement shall be a minimum of 12 days per fiscal year for members of the SELRES and a minimum of 30 days per fiscal year for members of the IRR in TRAPAY CAT E.
 - b. The AT requirement is generally met through the performance of IADT or ADT-AT, but can be met by performing ADOT as long as the duty is rating, specialty or position related. The duty can be performed through on-the-job training or attendance at a formal school. The determination concerning whether the duty will meet the AT requirement shall be documented on the reservist's active duty orders.
 - c. Examples of duty that meets and does not meet the AT requirement:
 - (1) A Damage Controlman assigned to a DC position at a small boat station would meet the AT requirement by performing 12 days of active duty (normally ADT-AT) by performing DC-related duties at the station.
 - (2) The same Damage Controlman would not meet the AT requirement by performing 12 days of work recruiting new personnel.
 - (3) A Damage Controlman assigned to a position at a recruiting office would meet the AT requirement by performing 12 days of active duty recruiting new personnel.
 - d. Reservists who enter the SELRES after completing periods of long-term active duty do not have an initial AT requirement if nine months or less remain in the fiscal year during which they are released from active duty. However, they are not prohibited from performing ADT-AT or any other type of active duty.
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Chapter 4

PARTICIPATION STANDARDS

4.A.4 Waiver of Annual Training (AT) Requirement

- a. Unit commanding officers are authorized to waive the AT requirement for assigned reservists for sufficient cause. Sufficient cause includes:
 - (1) Members who have requested and are within one year of retirement.
 - (2) Members whose rating or specialty skills are substantially maintained through their civilian employment, in years with limited ADT-AT funding (as designated by Commandant (CG-1313)).
 - (3) Members experiencing temporary physical disability documented by a physician or temporary family or personal hardship. These reasons must be completely documented.

Civilian employment conflict is not considered sufficient cause for waiver of the AT requirement. Chapter 43 of 38 U.S.C., better known as the Uniformed Services Employment and Reemployment Rights Act (USERRA), requires employers to provide their reservists with leaves of absence for the periods necessary to perform military duty. Employers have the right to receive advance notice of their employees' upcoming military duty, which is why early scheduling and issuance of orders for required IDT drills and ADT-AT is so important.

- b. Requests for waiver of the AT requirement shall be submitted in writing from the member to his or her commanding officer. The commanding officer must consider the member's proficiency and ability to rapidly become an effective resource to the Coast Guard. If the request is approved, the commanding officer shall then provide a copy of the request and approval to the servicing ISC (pf). Non-completion of the waived AT requirement will not be considered when evaluating the member's performance.
- c. A waiver for an individual shall not be granted two years in a row without the approval of the servicing ISC (pf).

4.A.5 Travel or Change of Residence

Travel or change of residence does not relieve reservists of their obligations to meet military service obligations or participation standards.

- a. Permission to leave the United States for travel is not required. However, SELRES and drilling IRR members who plan to travel outside the United States for periods in excess of 30 days are required to notify their units in writing. The notification shall include:
 - (1) Date of departure;

Chapter 4

PARTICIPATION STANDARDS

- (2) Date of security brief, if required;
- (3) Countries to be visited;
- (4) Addresses while outside the United States; and,
- (5) Duration of travel.

Reservists with a statutory or contractual obligation shall include the following statement in the notification: *I understand travel outside the Continental United States does not relieve me of the obligation to maintain satisfactory participation as required for my Reserve classification and TRAPAY CAT.*

- b. Reservists who permanently change their residences to reside beyond a reasonable commuting distance of their assigned units shall request and shall normally be assigned to positions nearer their new residences if available, in accordance with Chapter 5 of this manual.

4.A.6 IRR Satisfactory Participation

IRR members are obligated to:

- a. Answer official correspondence.
- b. Respond to annual screening questionnaires.
- c. Promptly advise Personnel Command (CGPC-rpm) (or the Servicing Personnel Office via the chain of command for drilling reservists assigned to units) of changes of residence and changes of phone number(s) or mailing address, changes in marital status or number of dependents, changes in civilian education or civilian employment, and any physical condition or other factor that would affect the member's immediate availability for active military service.
- d. Meet the minimum training requirements for their TRAPAY CATs.
- e. Maintain physical fitness and weight standards.
- f. Officers must accrue a minimum of 50 retirement points in an anniversary year to be retained in an active status (see 10 U.S.C. 12642). **Additionally, all members in the Ready Reserve or Standby Reserve, Active Status who are retirement qualified, except for having reached sixty years of age, must accrue a minimum of 50 retirement points in an anniversary year to remain in an active status (see Section 4.B.5).**

Chapter 4

PARTICIPATION STANDARDS

Unsatisfactory participation is the failure to comply with any of the contractual obligations or program requirements listed above, or failure to comply with performance standards during any type of duty.

Chapter 4 Section B

FAILURE TO PARTICIPATE

In this Section:

Paragraph	Topic	See Page
4.B.1	Counseling and Disciplinary Action	10
4.B.2	Compliance Measures	10
4.B.3	Failure to Undergo Physical and Dental Exam	12
4.B.4	Failure to Respond to Annual Screening	12
4.B.5	Failure to Earn Minimum Required Retirement Points	13

Chapter 4 Section B

FAILURE TO PARTICIPATE

4.B.1 Counseling and Disciplinary Action

- a. Commands shall monitor member participation and evaluate performance of prescribed training requirements to determine compliance with the previous section. Every effort shall be made to correct performance deficiencies by timely counseling of members who are not participating satisfactorily. Commands shall document all counseling in accordance with Preparation and Submission of Administrative Remarks (CG-3307), COMDTINST 1000.14 (series), and enclosure (6) to Personnel and Pay Procedures Manual, PCINST M1000.2 (series). Counseling for unexcused IDT drill absences shall start with the first absence. The record of counseling will include:
 - (1) Absences (number, dates, and reasons).
 - (2) Member's general deportment and quality of work.
 - (3) A statement that counseling has been provided, with the member's acknowledgement. When efforts to counsel the member in person are unsuccessful, the remarks shall be mailed to the member's most recent mailing address. Use certified mail, return receipt requested. Attach proof of mailing and proof of receipt to the remarks and file with that member's personnel file.
 - (4) Dates of next scheduled drill(s) with requirement for member to report.
 - (5) Proposed command action should member again fail to report.
 - b. The commanding officer shall document all administrative or disciplinary actions in accordance with Military Justice Manual, COMDTINST M5810.1 (series). Documentation shall include:
 - (1) Reason for disciplinary action (number, dates, and reasons);
 - (2) Member's advancement progress (enlisted), proficiency, conduct, UCMJ action(s), general deportment, and quality of work;
 - (3) Statement of counseling provided;
 - (4) Member statement, or notation that member does not desire to make a statement; and,
 - (5) Action taken.
-

Chapter 4 Section B

FAILURE TO PARTICIPATE

4.B.2 Compliance Measures

- a. Ready Reservists who have not fulfilled their statutory military service obligation (MSO) under 10 U.S.C. 651, and whose participation has been unsatisfactory, may be processed as follows:
 - (1) They may be ordered involuntarily to active duty in accordance with 10 U.S.C. 12303 if they have not accumulated more than 24 months of combined active service, and shall be required to serve on active duty until their total service on active duty equals 24 months; requests for active duty are submitted via the servicing ISC (pf) to Commandant (CG-131). They may be ordered to ADT-AT in accordance with 10 U.S.C. 10148, regardless of length of prior combined active service, for a period of not more than 45 days; requests for ADT-AT are submitted to the servicing ISC (pf).
 - (a) Individuals involuntarily ordered to active duty may request and be authorized a delay in reporting. Individuals whose involuntary orders to active duty would result in extreme community or personal hardship shall report for duty but may, at their request, be transferred to the Standby Reserve, the Retired Reserve, or may be discharged. Any request for a delay or transfer for hardship must be supported by documentation.
 - (b) If initial enlistments or other periods of military service would expire before the end of the required periods, they shall be extended to accommodate the required active duty service (10 U.S.C. 12303).
 - (c) Once service is completed, these members may be returned to their SELRES assignments, they may be transferred to the IRR, or they may be discharged if at the end of their enlistments.
 - (2) They may be transferred to or be retained in the IRR for the balance of their statutory MSO if they have no remaining SELRES obligation and **the member's command documents that the member still possesses** the potential for useful service **at that unit**, if mobilized.
 - (3) Enlisted members may be discharged for unsatisfactory participation. Unless the member requests a hearing before an Administrative Discharge Board, the discharge process does not require convening a board to consider the circumstances and recommend appropriate action when the appropriate commander has recommended that the person be discharged under honorable conditions and that he or she does not possess the potential for useful service if mobilized. See Personnel Manual, COMDTINST M1000.6 (series), Article 12.B.
 - (4) If a member fails to participate satisfactorily before completing the six year obligation incurred to qualify for Montgomery GI Bill – Selected Reserve (MGIB-SR) and has received educational benefits, such entitlement shall be suspended and the command

Chapter 4 Section B

FAILURE TO PARTICIPATE

may involuntarily order the member to active duty or initiate action to recoup funds in accordance with Montgomery GI Bill – Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series).

- b. Members of the SELRES who have fulfilled their statutory MSO under 10 U.S.C. 651 and whose participation has been unsatisfactory, may be transferred to the IRR for the balance of their current enlistment if they still possess the potential for useful service if mobilized. **Personnel Command (CGPC-rpm) is the approving official for all requests for transfer to the IRR.** They may also be discharged as outlined above if they do not possess the potential for useful service if mobilized.
- c. Commissioned officers whose participation has been unsatisfactory must be reviewed for discharge by a board of officers when a board of officers is required by 10 U.S.C 12681 and 12683, or when a discharge under other than honorable conditions is recommended. For enlisted members whose participation has been unsatisfactory, an Administrative Discharge Board shall be convened, unless waived by the member, to consider the circumstances and recommend appropriate action when discharge under other than honorable conditions is recommended. **See Administrative Separation Board Manual, COMDTINST M1910.2 (series).**
- d. When SELRES members are ordered to active duty or transferred to the IRR because of unsatisfactory participation, copies of their orders shall be furnished through personal contact by a member of the command or by written transmittal. In either case, a written receipt must be obtained. When such efforts are unsuccessful, those orders shall be mailed to the member's most recent mailing address. Use certified mail, return receipt requested. Attach that receipt to a copy of the orders for proof of mailing and file with that member's personnel file. Individuals ordered to active duty who fail to report shall be separated for misconduct (see Personnel Manual, COMDTINST M1000.6 (series), Article 12.B.18).
- e. Individuals failing to comply with any involuntary order to active duty shall be reported as absent without official leave to civilian authorities. Such personnel are subject to the Uniform Code of Military Justice (UCMJ) as of their reporting date, whether or not they have reported to active duty. Violations of the UCMJ, including violations of Article 86, shall be handled on a case-by-case basis in accordance with existing laws and regulations.

4.B.3 Failure to Undergo Physical and Dental Examination

Members who fail to maintain required physical and dental examinations will be notified by their servicing ISC (pf), via the unit, that an examination must be completed within 30 days. If the member does not submit to the required examination within 30 days, the commanding officer shall document counseling in accordance with Section 4.B.1 and follow procedures for compliance measures in Section 4.B.2.

Chapter 4 Section B

FAILURE TO PARTICIPATE

4.B.4 Failure to Respond to Annual Screening

- a. Members of the Ready Reserve shall be screened at least annually to meet the provisions of 10 U.S.C. 10149 and to provide a Ready Reserve force composed of members who:
 - (1) Meet military service standards of mental, moral, professional, and physical fitness;
 - (2) Possess the military qualifications required in the various ranks, ratings, and specialties; and
 - (3) Are available immediately for active duty during a mobilization or as otherwise required by law.
- b. Ready Reservists who fail to complete and return annual screening questionnaires shall be designated as “unsatisfactory participants.” The commanding officer shall document counseling in accordance with Section 4.B.1 and follow procedures for compliance measures in Section 4.B.2.
- c. The transfer of members to the Standby Reserve as a result of the screening process, described in Section 5.B.3, does not constitute “unsatisfactory participation.”

4.B.5 Failure to Earn Minimum Required Retirement Points

- a. Officers in the Ready Reserve or Standby Reserve, Active Status who fail to earn the minimum 50 retirement points per anniversary year for satisfactory federal service will be processed by the Personnel Command (CGPC-rpm) for removal from an active status. Requests for waivers may be forwarded to CGPC-rpm via the chain of command.
- b. **Members in the Ready Reserve or Standby Reserve, Active Status who are qualified for retirement under 10 U.S.C. 12371, except for having reached sixty years of age, and who fail to earn 50 points each anniversary year will be processed by the Personnel Command (CGPC-rpm) for removal from an active status. Requests for waivers may be forwarded to CGPC-rpm via the chain of command.**

Chapter 4 Section B

FAILURE TO PARTICIPATE

Chapter 5

ASSIGNMENTS AND TRANSFERS

In this Chapter:

Section	Description	See Page
A	Assignments	3
B	Transfers	13
C	Career Paths	21

Chapter 5

ASSIGNMENTS AND TRANSFERS

Chapter 5 Section A

ASSIGNMENTS

In this Section:

Paragraph	Topic	See Page
5.A.1	Assignment to Coast Guard Units	4
5.A.2	Assignment Considerations	4
5.A.3	New Accessions	5
5.A.4	Assignment to High-Priority Positions	5
5.A.5	Senior Officer and Warrant Officer Assignments (O-5 to O-6, CWO)	6
5.A.6	Junior Officer and Senior Enlisted Assignments (O-1 to O-4, E-7 to E-9)	6
5.A.7	SELRES Junior Enlisted Assignments (E-6 and Below)	7
5.A.8	Overbilleting	8
5.A.9	Training Capacity	9
5.A.10	Reassignment due to Advancement/Promotion, Position Deletion, or Unit Decommissioning	10
5.A.11	Assignment Limitations	11
5.A.12	Affiliation of Members of Other Reserve Components	11
5.A.13	Reassignment of Reservists Released From Active Duty	11

Chapter 5 Section A

ASSIGNMENTS

5.A.1 Assignment to Coast Guard Units

- a. Certain Coast Guard units are allocated a number of SELRES positions on the Personnel Allowance List (PAL); they represent the highest priority positions that are best filled by reservists, given the Coast Guard's contingency requirements and its current array of missions and emphasis on those missions.
- b. Assignment officers (AOs), located at servicing ISC (pf)s, assign reservists to positions at units in their respective geographic regions. Reservists are generally assigned to the units closest to their permanent home address that have appropriate vacant positions. AOs authorize assignments by issuing no-cost permanent change of station (PCS) transfer orders through Direct Access. The Direct Access assignment module (e-Resume) is the primary method for members to communicate their assignment preferences.
- c. The AO must balance issues related to demand, supply, and the flow of people over time when authorizing assignments. The assignment system furnishes the available pool of reservists to units equitably by grades, rates, ratings, and total numbers to fill authorized allowances. In matching members to positions, AOs follow these basic assumptions:
 - (1) In distributing and assigning members, Service needs come first.
 - (2) The fact that a member holds a specific rate or rank means he or she is fully qualified to perform its duties.
 - (3) **The purpose of the Reserve Component is to provide trained units and qualified personnel for mobilization in time of war or national emergency and as national security may require. Therefore, the purpose of assigning reservists to Coast Guard units is to provide on-the-job training and administrative support to prepare them for mobilization.**

5.A.2 Assignment Considerations

Assignment officers (AO) consider the needs, availability, and desires for professional development expressed by members. They must be able to compare needs, wants, constraints, and conditions to come to a judgment about an assignment. They will take into consideration all factors, issues and inputs; e.g., command concerns, member's desires and career development, and the needs of the service.

- a. AOs will measure the degree of fit of the assignment of SELRES members to positions by considering *Quality of Match*. AOs shall attempt to meet all of the following criteria if possible, but at a minimum, shall meet the requirements of the first subparagraph below:

Chapter 5 Section A

ASSIGNMENTS

- (1) Is the person's specialty the same as the position's specialty? Specialty is the rating (e.g., BM, PS, SK) for enlisted members, primary occupation code (e.g., 42 for port safety, 73 for readiness) for commissioned officers, and specialty (e.g., WEPS, ENG) for warrant officers. AOs will not assign an enlisted person to a position that requires a different rating, or a warrant officer to a position of a different specialty. Enlisted members who are approved to pursue lateral changes in rating shall be assigned training rating indicators and shall be assigned to positions in the new rating. Chapter 7.C of this Manual outlines the process for pursuing lateral changes in rating.
- (2) Does the person have the special qualification or competency required by the position, if one is required?
- (3) Is the person's pay grade the same as that of the position?
- (4) Does the person live within a reasonable commuting distance (RCD) of the position (drill site)? It is Coast Guard policy to assign a reservist to a vacant position within RCD of his or her residence, if one is available. If not, the member may request assignment to a vacant position outside of the RCD or may request to be overbilled at a unit within RCD subject to guidelines outlined in Sections 5.A.8 and 5.A.9 below. RCD is defined as the maximum distance a reservist may be required to travel involuntarily between residence and drill site. That distance may be:
 - (a) 100 miles from the drill site or a distance that may be traveled by automobile under average conditions of traffic, weather, and roads in three hours. This applies only to those units that normally schedule four IDT sessions on two consecutive days and where government meals and quarters are provided at the unit IDT site.
 - (b) 50 miles from the drill site or a distance that may be traveled by automobile under average conditions of traffic, weather and roads in a one and one-half hour period, where government meals and quarters are not provided.

5.A.3 New Accessions

In general, members are recruited into the SELRES to fill vacant reserve positions on the Personnel Allowance List. ISC AOs shall maintain accurate shopping lists in Direct Access and provide recruiting offices with monthly updated listings of vacant Reserve positions in order to target accessions for those vacancies.

5.A.4 Assignment to High-Priority Positions

Some positions have a high assignment priority— usually positions at **expeditionary** units such as Port Security Units (PSU) and **Naval Coast Warfare (NCW) units**, which must be

Chapter 5 Section A

ASSIGNMENTS

kept at full strength to maintain required levels of readiness. Assignment officers (AO) may have to assign members to these units involuntarily if not enough volunteers are identified. Since Reasonable Commuting Distance (RCD) is a factor in reserve assignments, it is likely members living within RCD of one of these units will be assigned at least once during their Coast Guard Reserve careers. AOs will work with operational commanders to generate appropriate policies to accommodate local conditions.

5.A.5 Senior Officer and Chief Warrant Officer Assignments (O-5 to O-6, CWO)

Annual Area-wide assignment panels shall govern assignments for senior officers (O-5 and O-6) and chief warrant officers.

5.A.6 Junior Officer and Senior Enlisted Assignments (O-1 to O-4, E-7 to E-9)

- a. The standard tour length for SELRES junior officers and senior enlisted members is five years. Tour extensions may be requested and granted if they are in the best interest of the service and the command, and if other qualified candidates for the position are not available. When approved, extensions are granted for one year (note: reserve officers in particular should carefully consider their career goals before requesting extensions). Overbilled members are assigned in one-year increments. This restriction is to ensure they compete and are considered each year for assignment to Personnel Allowance List (PAL) positions.
- b. SELRES junior officers and senior enlisted members will be assigned by annual regional ISC assignment panels to PAL positions that match their grades or rates. During the period of assignment (tour), the member is expected to obtain and/or maintain the competencies required of that position.
 - (1) While the goal of every assignment panel should be to achieve as many “exact” matches as possible, acceptable matches can include one pay grade senior or one grade or rate junior to a position. However, any member whose pay grade is not an exact match to his or her assigned position must be considered for possible reassignment by the next annual assignment panel.
 - (2) No E-7s shall be assigned to E-6 positions and no O-4s shall be assigned to O-5 positions (O-4s who have been selected for promotion to O-5 may be assigned to O-5 positions by Senior Reserve Officer assignment panels). Any member who is selected for promotion or whose name appears above the cut on an enlisted advancement eligibility list must be considered for possible reassignment by the next annual assignment panel.

Chapter 5 Section A

ASSIGNMENTS

- (3) Assignment panels shall not recommend overbilleting for a member if there is a vacant position meeting assignment criteria at another unit within three hours commuting distance of his or her residence.
-

5.A.7 SELRES Junior Enlisted Assignments (E-6 and Below)

- a. Junior enlisted personnel assigned to SELRES positions will normally serve indefinitely except in the following situations:
 - (1) The member requests transfer to another unit.
 - (2) Mandatory assignment is invoked to meet the needs of the service, which may include assignment to PSUs or NCW units.
 - (3) The member's position is deleted or reprogrammed.
 - (4) The member no longer matches the position to which assigned (e.g., advancement).
 - (5) The member is overbilled at one unit and a position becomes available at another unit within a reasonable commuting distance.
- b. For SELRES assignment purposes, any request for transfer from a member who has been assigned to a unit for less than five years shall be treated as a request for early rotation. A member who has been assigned to a unit for more than five years shall be considered tour complete.
- c. AOs shall make every attempt to assign junior enlisted reservists to positions of the same pay grade; however, acceptable matches can include one pay grade senior or one grade or rate junior to a position. Exception: no E-6s shall be assigned to E-7 positions.
 - (1) Voluntary transfers are desirable where possible.
 - (2) AOs shall continually revisit E-6 and below position assignments at each unit and assign reservists to new positions within the same command to ensure best internal pay grade match (e.g., to accommodate advancements, to push vacancies down to lowest pay grades, and to accommodate transfers of members on unit waiting lists).
 - (3) If not enough E-6 and below volunteers are identified to staff a PSU, reservists who have been assigned to the same unit for more than five years, who live within RCD of the PSU, and who have never been assigned to a PSU, shall be considered available for involuntary transfer to the PSU.

Chapter 5 Section A

ASSIGNMENTS

- d. Assignment officers shall not deny requests for transfer from PSUs or NCW units from junior enlisted members who:
 - (1) have been assigned to the PSU or NCW units for more than five years, and
 - (2) have no remaining assignment obligation tied to an enlistment bonus.
- e. For units that have no vacant billets and have reached the training capacity limit for overbilleting in a particular rating (see Section 5.A.9 below), assignment officers shall maintain unit waiting lists for members E-6 and below who desire assignment. A unit waiting list for a particular rating must be cleared before an assignment to that unit can be offered to a new potential transfer (e.g., there must be no BMs on the unit waiting list before a vacant BM position can be offered to a new RELAD or recruit). Priority for placement of members on waiting lists is as follows:
 - (1) Member at a PSU or NCW unit, tour complete (assigned for more than five years);
 - (2) Member at any other unit, tour complete (assigned more than five years);
 - (3) Member at any unit, not tour complete (assigned for less than five years).

5.A.8 Overbilleting

In general, members are brought into the SELRES to fill vacant Reserve positions on the PAL. Enlisted members are recruited or are released from active duty (RELAD) into the SELRES to fill vacant positions, or to fill positions expected to become vacant in the near future. A similar principle applies to the commissioned officer corps: officers are RELAD into the SELRES to fill positions, or are brought in through the Selected Reserve Direct Commission (SRDC) program where positions are vacant or are anticipated to become vacant during the year's assignment cycle. The same logic applies to initial appointment to the warrant corps.

- a. Assignments to Reserve positions on the PAL are geographically constrained, unlike assignments to active duty PAL positions, where members move to different locations to take new assignments (see Section 5.A.2). In order to accommodate these geographic constraints and to permit maintenance and growth of the Coast Guard Reserve workforce, assignment officers may authorize limited overbilleting on a case-by-case basis for:
 - (1) RELADs in pay grades E-6 and below and pay grades O-1 through O-3;

Chapter 5 Section A

ASSIGNMENTS

- (2) Transfers from the IRR or Standby Reserve, or from other geographic regions, for all enlisted members, chief warrant officers, and officers in pay grades O-1 through O-3; and,
 - (3) New accessions in **critical ratings. Critical ratings are determined annually and are published via ALCOAST message.**
- b. Overbilleting of reservists as outlined above is subject to the following guidance:
- (1) **There must be no vacant positions that meet quality of match requirements at other units within reasonable commuting distance of the member's residence.**
 - (2) **The receiving unit must possess valid, continuing justification for the additional reservist(s) based on documented contingency requirements (e.g., there are no documented contingency requirements for Reserve aviation personnel, so there is no justification to overbillet these personnel to continue training in their ratings or specialties at air stations).**
 - (3) **The receiving unit must have the capacity to train and administratively support the additional reservist(s). See Section 5.A.9 below concerning training capacity.**
- c. IRR (non-pay) members drilling at units shall not be assigned to SELRES positions. Overbilled SELRES members assigned as authorized above are at potential risk of reassignment to the IRR (non pay) if their geographic regions reach or exceed their overall strength. Thus, an overbilled SELRES member is always encouraged to seek out and fill a vacant position within his or her rating or specialty.
- d. **To address quality of match or overbilleting issues that cannot be resolved by ISC AOs, Area resource managers have the authority to move positions from one unit to another while retaining clear linkage to the contingency requirement for that position. The receiving unit must have the ability to train and manage the additional position. See the Personnel Resources and Reprogramming Manual, COMDTINST M5312.13 (series).**

5.A.9 Training Capacity

A unit has a finite capacity to train and manage reservists. AOs must carefully consider a unit's Reserve-specific training and administrative support capacity before assigning reservists in an overbillet status.

- a. **It is expected that Reserve enlisted members and chief warrant officers (with the exception of members filling Reserve Command Master Chief positions) will be required to use their rating or specialty knowledge, skills and experience upon**

Chapter 5 Section A

ASSIGNMENTS

mobilization. Therefore, they may not be assigned to units or assigned to positions within units that cannot provide on-the-job training for their particular ratings or specialties.

- b. An active duty Coast Guard unit must have at least one full-time position on its Personnel Allowance List (PAL) in a given specialty or rating in order to be considered as having the capacity to provide training to reservists in that specialty or rating (e.g., a typical small boat station with no full-time HS or PA positions assigned would not have the capacity to train reserve HS or PA personnel to be ready for mobilization).**
- c. Units with no Reserve PAL positions are not required to maintain a minimum level of reserve-specific administrative expertise in order to effectively manage and maintain the readiness of a SELRES workforce. Therefore, a reservist may not be overbilled at a unit that has no Reserve positions on its PAL if there is any another CG unit within reasonable commuting distance that has Reserve positions on its PAL and training capacity for a particular rating or specialty as described by the subparagraphs above.**

5.A.10 Reassignment Due to Advancement/Promotion, Position Deletion, or Unit Decommissioning

For reservists, advancement and promotion are centralized while assignment is decentralized. This means that advancement does not depend on a local vacancy, but on a national vacancy. Situations may occur where a person is advanced based on a vacancy located in a distant geographic region, and cannot fill the position. Or there could be an empty position at a unit where a person is next on the advancement list, but if there is a nationwide surplus in that rating or pay grade, the person won't be advanced.

- a. Advancements and promotions recognize the member's accomplishments and reaffirm the Service's faith and confidence in the member to assume positions of increased leadership and responsibility. It is important for members and commands to remember that advancements are possible only because position vacancies exist, so transfers to fill those vacancies are likely to occur.**
- b. When reservists are advanced or promoted to pay grades senior to **their positions**, assignment officers (AO) or **annual assignment panels** may attempt to assign the members to more senior positions at the same commands, but may be required to assign them to more senior positions at other commands within the local commuting area as vacancies and surpluses occur.**
- c. As members become more senior, the opportunities for assignments within Reasonable Commuting Distance (RCD) are increasingly scarce. Since the number of paid SELRES O-5/O-6 and E-8/E-9 positions is limited, it is possible**

Chapter 5 Section A

ASSIGNMENTS

that if a person wants to continue to serve in a paid SELRES status at these senior grades, he or she may have to agree to assignment beyond RCD of his or her residence.

- d. Immediate reassignment **to another unit** is required if a reservist is advanced, promoted or appointed to a pay grade senior to that of his or her Officer-in-Charge or Commanding Officer.
 - e. For members whose positions are deleted or whose units are decommissioned due to changing mission requirements, assignment officers will make every effort to assign them to vacant positions within reasonable commuting distance of their residences. Overbilleting may be authorized following the policy outlined in **Section 5.A.8**.
-

5.A.11 Assignment Limitations

- a. Reservists who become pregnant shall not be transferred from their SELRES positions during pregnancy. However, the Service does not permit pregnant women to perform physical duties that could threaten the pregnancy or assign them beyond the availability of medical attention, e.g., shipboard duty, boat crews, or vessel inspection teams. See **Personnel Manual, COMDTINST M1000.6 (series), Chapter 9**, for policy on managing pregnant reservists.
 - b. Coast Guard SELRES members who also work for the Coast Guard as civilian employees or contractors shall not be assigned to SELRES positions under the same reporting chain as their civilian positions. Whenever **there is another CG unit for possible SELRES assignment within reasonable commuting distance**, the SELRES and civilian assignments shall be at different commands.
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5.A.12 Affiliation of Members of Other Reserve Components

Assignment officers may authorize members of other Reserve components to affiliate with Coast Guard units at no expense to the Coast Guard, with the approval of and subject to the policies and procedures of their respective Service.

5.A.13 Reassignment of Reservists Released From Active Duty

- a. It is Coast Guard policy that reservists are not penalized for performing long-term active duty since this duty meets Service goals. Upon completion of long-term active duty of any duration, reservists are entitled to return to the same or a similar SELRES position, unless they would have otherwise been subject to reassignment. Examples of being subject to reassignment include advancement or promotion, appointment to chief warrant officer or commissioned officer, attainment of 30 years service, etc. Assignment officers

Chapter 5 Section A

ASSIGNMENTS

are authorized to overbillet personnel at units to accomplish this purpose. In situations where additional training capacity no longer exists at the original unit, the reservist may be assigned to a unit in the same geographic area.

- b. Members mobilized to serve on involuntary active duty **remain in** their **assigned SELRES** positions, **and therefore do not require assignment to new positions upon RELAD.**
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Chapter 5 Section B

TRANSFERS

In this Section:

Paragraph	Topic	See Page
5.B.1	Minimum Periods of SELRES Service	14
5.B.2	Transfers to the IRR	14
5.B.3	Transfers from the Ready Reserve	14
5.B.4	Extreme Community or Personal Hardship	15
5.B.5	Temporary Physical Disqualification	15
5.B.6	Key Employees	16
5.B.7	Transfers Due to Relocation	17
5.B.8	30-Year Limitation	18
5.B.9	Uniform Maintenance Requirement Upon Transfer from the SELRES	18

Chapter 5 Section B

TRANSFERS

5.B.1 Minimum Periods of SELRES Service

All members appointed, enlisted, or transferred into the SELRES shall agree to serve for a specified period, and in no case shall that service be for a period of less than one year. That service shall be agreed to by execution of an enlistment/commission contract outlining SELRES obligation, or Administrative Remarks (CG-3307) entry. Either document may also be used to meet the SELRES service agreement requirements to entitlement for educational assistance under Montgomery GI Bill – Selected Reserve Educational Assistance Program, COMDTINST 1001.30 (series).

5.B.2 Transfers to the IRR

RELADs and reservists with no remaining SELRES obligation **who are satisfactory participants, as described in Chapter 4.A of this manual**, may request transfer to the IRR in a non-drilling status at any time, provided minimum service requirements outlined in Section 5.B.1 above are met.* Members who transfer to the IRR from active duty or the SELRES are not released from their Ready Reserve mobilization obligations; acknowledgement of the mobilization obligation, participation requirements as outlined in Section 4.A.6, and reason for the request to transfer shall be documented on the transfer orders and included in the member's personnel record. Members in the IRR may request transfer to a SELRES assignment once the reason for transfer to the IRR no longer applies. If the reason for transfer is due to temporary physical disability or hardship, the member shall be transferred to the Standby Reserve and not to the IRR (see Section 5.B.5).

**Requests shall be submitted on e-Resumes in Direct Access, with the reason for requesting transfer documented in the comments block.*

5.B.3 Transfers from the Ready Reserve

- a. All SELRES reservists shall be retained in SELRES assignments for the entire period of their statutory SELRES obligations or voluntary contracts. All Ready Reservists shall be retained in the Ready Reserve for the entire period of their statutory military service obligations. Exceptions to this policy are reservists who are temporarily not physically qualified to participate in regular training or whose immediate recall to active duty during an emergency would create an extreme personal or community hardship, or who are designated as key employees. They shall be transferred to the Standby Reserve at their request or as a result of annual screening, subject to the following conditions:
 - (1) Members shall be transferred back to the Ready Reserve as soon as the reasons for transfer no longer exist; they generally shall remain in the Standby Reserve for no longer than two years, with subsequent return to the SELRES;

Chapter 5 Section B

TRANSFERS

- (2) Members are required, after returning to the SELRES, to satisfy their original obligation;
 - (3) Members are permitted only one hardship transfer during the period of obligated service; and
 - (4) Members in receipt of Montgomery GI Bill benefits shall have the benefits suspended until return to the SELRES.
- b. Reservists with no remaining statutory obligation who are not physically qualified to participate in regular training or whose immediate recall to active duty during an emergency would create an extreme personal or community hardship, or who are designated as key employees shall be transferred to the Standby Reserve if the reason for transfer is expected to be temporary in nature. If the reason is expected to be permanent in nature, they shall be transferred to the Retired Reserve or shall be discharged as appropriate. Members transferred to the Standby Reserve shall be transferred back to the Ready Reserve as soon as the reasons for transfer no longer exist.
 - c. **Except as noted below, members may submit e-resumes in Direct Access requesting transfer to the Standby Reserve through the chain of command to their servicing ISC (pf) for approval. Transfers shall not be authorized without supporting documentation and the reason must be stated on the transfer orders.**
 - d. **Upon mobilization under 10 U.S.C. 12301(a) or 12302, or notification thereof, no member of the Ready Reserve shall be transferred under the provisions of this paragraph to the Standby Reserve unless authorized by Commandant (CG-131).**

5.B.4 Extreme Community and Personal Hardship

- a. Extreme community hardship is defined as a situation that, because of a reservist's mobilization, may have a substantially adverse affect on the health, safety or welfare of the community.
 - b. Extreme personal hardship is defined as a situation that results in an adverse impact on a reservist's dependents resulting from his or her mobilization. Reservists who are single parents or who are married to other military service members do not fall into this category, since these members are expected to be responsible for arranging care for their dependents.
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Chapter 5 Section B

TRANSFERS

5.B.5 Temporary Physical Disqualification

- a. Temporary physical disqualification, for the purpose of transfer to the Standby Reserve, is defined as a disability that is temporary in nature but is expected to last for 4 months or more. If the disability is expected to last less than 4 months, the reservist shall be retained in the SELRES and the command shall either schedule the reservist for IDT training in a limited duty status (ADT, ADOT or mobilization must still be deferred until the member is in a fit for full duty status), or shall reschedule drills for when the member is fit for full duty. Reservists who are not physically qualified to participate in training and who are not expected to return to a fit for duty status shall not be transferred to the Standby Reserve, but instead shall be transferred to the Retired Reserve or separated.
- b. For transfer back to the Ready Reserve from the Standby Reserve when a temporary physical disqualification no longer exists, documentation from a civilian healthcare provider can be used to support the transfer, or an RMP without pay can be issued by the servicing ISC (pf) to provide an evaluation to support the transfer.
- c. Personnel who exceed their maximum allowable weight standard at the end of the probationary period in accordance with Weight/Physical Fitness Standards for Coast Guard Military Personnel, COMDTINST M1020.8 (series), shall be transferred to the Standby Reserve, Inactive Status, for up to one year. If during the year they attain their proper weight or body fat percentage, they may request transfer back to the Ready Reserve. Those who have not attained their proper weight shall be transferred to the Retired Reserve or separated.

5.B.6 Key Employees

- a. Key employees are defined as federal employees occupying key positions that shall not be vacated during a national emergency or mobilization without SERIOUSLY impairing the capability of the parent federal agency or office to function effectively. Reservists are considered key employees if they fill the following positions:
 - (1) The Vice President of the United States or any official specified in the order of presidential succession as in 3 U.S.C. 19.
 - (2) The members of Congress and the Heads of the Federal Agencies appointed by the President with the consent of the Senate.
 - (3) Article III Judges. However, each Article III Judge who is a member of the Ready Reserve and desires to remain in the Ready Reserve must have his or her position reviewed by the Chief Judge of the affected judge's circuit to determine that his or her mobilization will not seriously impair the capability of the court to function effectively.

Chapter 5 Section B

TRANSFERS

- (4) Other federal positions determined by the Heads of Federal Agencies, or their designees, to be key positions. In determining whether or not a position should be designated as a key position, the following questions shall be considered by the Federal Agency concerned:
- (a) Can the position be filled in a reasonable time after mobilization?
 - (b) Does the position require technical or managerial skills that are possessed uniquely by the incumbent employee?
 - (c) Is the position associated directly with defense mobilization, does the position include a mobilization or relocation assignment in an Agency having emergency functions, or is the position directly associated with industrial or manpower mobilization, as designated by E.O.s 12656 and 12919?
 - (d) Are there other factors related to the national defense, health, or safety that will make the incumbent of the position unavailable for mobilization?
- b. Non-federal employers of Ready Reservists, particularly in the fields of public health and safety and defense support industries, are encouraged to adopt personnel and management procedures designed to preclude conflicts between the emergency manpower needs of civilian activities and the military during a mobilization. Employers are also encouraged to use federal key position guidelines for making their own key position designations and, when applicable, for recommending key employees for removal from the Ready Reserve.
- c. All employers who determine that a Ready Reservist is a key employee shall promptly submit such determination to the Personnel Command (CGPC-rpm) requesting that the employee be removed from the Ready Reserve, using the guidelines in DoDD 1200.7, Screening the Ready Reserve. CGPC-rpm shall make removal determinations in response to petitions for such actions.
- d. On mobilization under 10 U.S.C. 12301(a) or 12302, all personnel actions relating to the annual screening program shall be held in abeyance, and all members remaining in the Ready Reserve shall be considered immediately available for active duty service. After such mobilization is ordered, no deferment, delay, or exemption from mobilization shall be granted to Ready Reservists because of their civilian employment.
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Chapter 5 Section B

TRANSFERS

5.B.7 Transfers Due to Relocation

- a. Members who relocate outside the United States shall notify their servicing ISC (pf) in writing, via the chain of command, as far in advance as possible. Notification shall include the new mailing address and the date of occupancy. If the relocation is planned to be temporary in nature (normally two years or less), the servicing ISC (pf) shall assign obligated personnel to the IRR in TRAPAY CAT E or to the Standby Reserve, Active Status. All non-obligated personnel will be assigned to the Standby Reserve, Active Status.
- b. Members with remaining statutory obligations may be discharged for immediate reenlistment per the Personnel Manual, COMDTINST M1000.6 (series), to accommodate temporary relocation overseas. The total period of the original enlistment served plus the reenlistment shall not be less than the member's military service obligation. In addition, it must include the anticipated period of temporary residence outside the United States. The member is required to comply with the conditions contained in the following statement, which shall be signed by the member upon reenlistment: *Reenlisted this date for _____ years under authority of 10 U.S.C. 12103(a) in order to (describe reason for temporary residence outside the U. S.) beginning (date) and ending (date). Participation in a CG unit must be resumed not later than (date) or earlier if requested and approved. I hereby certify that I understand the participation standards to which I obligate myself as a condition of this reenlistment.*
- c. Reservists with remaining SELRES obligations whose change of residence moves them further away from their assigned units (except for changes of residence outside the United States) shall request and shall normally be assigned to positions nearer their new residences in accordance with Section A of this chapter, if available. If the relocation is planned to be temporary in nature and is to a region where there is no Coast Guard unit available and the member cannot meet drill obligations through grouping drills and ADT, etc., then the member may request transfer to the Standby Reserve as outlined in Section 5.B.3 above. If the relocation is expected to be permanent in nature, then the member may request conditional release to join another Reserve component to fulfill the remainder of his or her service obligation.

5.B.8 30-Year Limitation

- a. Chief warrant officers and enlisted members may be assigned to the SELRES during their first 30 years of service. Normally, on the thirtieth anniversary of their pay base dates, chief warrant officers and enlisted members **shall** be transferred to the **Inactive Status List, Standby Reserve**, unless they have requested **transfer to the IRR, requested retirement**, or have been granted waivers by the Personnel Command (CGPC-rpm) to remain in the SELRES. **See Sections 8.A.6.c and 8.B.4.**

Chapter 5 Section B

TRANSFERS

- b. Members transferred to the IRR may be assigned to units in accordance with Section **5.A.8.d** of this chapter and may continue to participate in training and earn retirement points through IDT, ADT, and correspondence courses in a non-pay status.
-

5.B.9 Uniform Maintenance Requirement Upon Transfer from the SELRES

- a. Active duty or SELRES members transferred to the IRR or Standby Reserve are required to maintain their initial uniform issue for a period of four years. If an enlisted reservist returns to the SELRES or is called back to active duty after a four-year period, he or she may request a new initial uniform issue from Commandant (CG-1313) via the chain of command, by submitting form CG-3019 (male) or CG-3019A (female). Enlisted members who have been discharged from the Coast Guard or Coast Guard Reserve and who subsequently enlist in the SELRES may request a partial (if returning after one year) or initial (if returning after two years) clothing-in-kind issue.
 - b. Information concerning Reserve enlisted clothing allowances and Reserve officer uniform allowances can be found in Chapters 3 and 12 of U.S. Coast Guard Pay Manual, COMDTINST M7220.29 (series). The period of assignment to the IRR or Standby Reserve will not be counted in determining entitlement to any enlisted clothing allowances.
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Chapter 5 Section B

TRANSFERS

Chapter 5 Section C

CAREER PATHS

In this Section:

Paragraph	Topic	See Page
5.C.1	Senior Reserve Career Paths and Roles	22
5.C.2	Officer Career Paths	23
5.C.3	Enlisted Career Paths	24

Chapter 5 Section C

CAREER PATHS

5.C.1 Senior Reserve Career Paths and Roles

A generalized officer and senior enlisted career path has been developed to provide reservists with long-range career guidance, and is provided on the following pages.

Chapter 5 Section C CAREER PATHS

5.C.2 Officer Career Paths

Rank/Years	Position	Correspondence Courses	Formal Training	Non-Specialty Training
ENS 1-2 years	O: Afloat/ashore OOD PSU/NCW/MSST	SAR/LE Boarding Officer	SAR School: U/W Training; Aton	Leadership Training Instructor Training Local Training Incident Command System Workstation III
	M: CDO; Foreign vessel inspection	M Introduction; PSS(o)	Marine Safety Course	
LTJG 3-4 years	O: Group/afloat/ashore OOD PSU/HDCU/MSST	SAR; MLE Admin Prep (TBD)	Deck Watch Officer PQS PSU/NCW PQS	
	M: CDO; Foreign vessel inspection duty	MEP(o) Admin Prep	Various Marine Safety	
LT 5-11 years	O: RCC Controller Sr Group/Afloat OOD/CDO Transition to M positions Transition to Support positions PSU/NCW/MSST	Advanced SAR Planning Course	Deck Watch Officer PQS PSU/NCW PQS	OLAM Mentor CG Admin/Mgt Training Public Affairs Incident Command System
	M: Duty: CID/COP/CPD/IO Non supervisory 2 nd tour in specialty Transition to O positions Transition to Support positions	Planning Course	Various Marine Safety	
	Other Support: Civil Engineer Readiness, Legal, Support Center Planning, etc.	Planning Course		
LCDR 12-17 years	O: RCC/GRU Alt Dept Head PSU/NCW		PSU/NCW PQS	War and Staff Colleges Promotion Board Duty Incident Command System Contracting Officer
	M: MSD Supervisor Supervisory CID, COP, or CPD Tour/Alt Dept Head CID, COP, or CPD duty 1 st and 2 nd specialty		Advanced CID/COP/CPD Schools	
	Other Support: Contingency Planning/ISC SUPRTCEN/ISC Duty AREA/MLC/District Staff Support			
CDR 18-22 years	O: Alt XO/Deputy Sr GRU Res Cmd Adv			War & Staff Colleges Promotion Board Duty Incident Command System
	M: Alt XO/Deputy Sr MSO Res Comd Adv		MSO CO/XO Course	
	Other Support: Force Management Senior SUPRTCEN/ISC Res Cmd Adv, Sr ISC Staff Contingency Planning AREA/MLC/ISC/Dist Staff Support STARC, FEMA Special Projects TRANSCOM, NCW, PSU (Command)			
CAPT 22+ years	Senior AREA/MLC/District Staff Support, Deputy CCGF STARC, Pentagon, EPLO Inter-agency Liaison TRANSCOM, NCW (Command)		Sr Res Off Component (SROC)	War & Staff Colleges Promotion Board Duty

(Figure 5-1)

Chapter 5 Section C

CAREER PATHS

5.C.3 Enlisted Career Paths

Rank/Years	Position	Correspondence Courses	Formal Training	Non-Specialty Training
CPO	Rating Specialty Technical Support Super/Team Leader Training Team Leaders CIS, TQM, SAI Alt XPO	SAR/LE Boarding Officer MLE, PSS	Navy Leader Development Program PQS Training CPO Academy (within 1 year) OINC/XPO Course	LAM CG Admin/Mgt. Training Public Affairs Incident Command System Workstation III Instructor Training
	OOD/JOOD CPO, EWO, DWO Alt Division Chief			
SCPO	Rating Specialty Technical Support	Advanced SAR	PQS Training	Incident Command System Sr NCO Course Diversity Training Workstation III Mentoring Course
	Command Senior Chief Alt XPO EEO Civil Rights ESO		Navy Senior Enlisted Academy	
MCPO	Rating Specialty Technical Support & Review	Army Sergeant Major Academy (in conjunction with 1 month formal training)	DEOMI Army Sergeant Major Academy (in conjunction with correspondence course)	Planning Course
	Command Master Chief Reserve Force Master Chief			

(Figure 5-2)

Chapter 6 Section A

INCAPACITATION BENEFITS

- b. The medical officer or other designated approving authority shall issue an interim line of duty determination in sufficient time to ensure that pay and allowances will commence within 15 days of the date that the injury, illness, or disease was reported, unless there is clear and convincing evidence that the injury, illness, or disease was not incurred or aggravated in a duty status and not covered under 10 U.S.C. 1074 or 1074a or 37 U.S.C. 204(g) or 204(h), or was due to gross negligence or misconduct of the member.
- c. Should the medical officer or approving authority find that the injury, illness, or disease was not incurred or aggravated in an authorized duty status (e.g., was a pre-existing condition) or was the result of gross negligence or misconduct of the member, action shall be taken to immediately terminate incapacitation benefits being provided to the member. Action may also be taken to recoup pay and allowances paid to the member to which the member was not entitled, based on the determination that the injury, illness, or disease was not incurred or aggravated in the line of duty.
- d. A reservist whose injury, illness, or disease was determined not to be in the line of duty may appeal the denial of a final line of duty determination in accordance with the Administrative Investigations Manual, COMDTINST 5830.1 (series). Should the line of duty determination be reversed as a result of this review, the member's eligibility to healthcare shall be reinstated immediately and pay and allowances shall be reinstated with payment effective from the date such pay was terminated.

6.A.6 Authority to Order or Continue a Reservist on Active Duty to Receive Authorized Healthcare

- a. A reservist on active duty under a call or order to active duty specifying a period of 31 days or more, who incurs or aggravates an injury, illness, or disease in the line of duty shall, with the member's consent, be continued on active duty upon the expiration of call or order to active duty until the member is determined FFFD or the member is separated or retired as a result of a PDES determination. Commands shall notify Personnel Command (CGPC-rpm) and the servicing ISC (pf) when a reservist is continued on active duty upon the expiration of call or order to active duty due to incapacitation, and shall notify them again when the reservist is determined FFFD and released from active duty or is separated or retired as a result of a PDES determination. **Also see Section 6.A.6.c below.**
- b. A reservist on a call or order to active duty specifying a period of 31 days or more, who would otherwise be continued on active duty at the expiration of the orders because of an injury, illness, or disease incurred or aggravated in the line of duty, but who elects to leave active duty (e.g., to resume civilian employment or education), shall be entitled to medical and dental care for the Service-connected medical or dental condition at an authorized medical treatment facility in accordance with 10 U.S.C. 1074a upon release from active duty until benefits are terminated as outlined in Section 6.A.3 above. **Also see Section 6.A.6.c below.**

Chapter 6 Section A

INCAPACITATION BENEFITS

The member shall also be entitled to incapacitation pay under 37 U.S.C. 204(g) or 204(h) upon release from active duty until benefits are terminated as outlined in Section 6.A.4 above.

- c. **A reservist on a call or order to active duty specifying a period of 31 days or more who is released from active duty within 30 days of commencing such period of active duty because they do not to meet physical standards for retention or deployment due to a preexisting condition not aggravated during the period of active duty shall be considered, for purposes of this chapter, to have been serving under an order to active duty for a period of 30 days or less.**
- d. A member on a call or order to active duty specifying a period of 30 days or less who incurs or aggravates an injury, illness, or disease shall not have his or her orders terminated solely because of the injury, illness, or disease, unless requested by the member. Upon release from active duty, the member is entitled to benefits as outlined in Figure 6-1.
- e. Personnel Command (CGPC-rpm) may authorize a reservist to be ordered to or retained on active duty, with the consent of the member, under 10 U.S.C. 12301(h) to receive authorized medical care or to be medically evaluated for a disability, and may authorize a reservist to be ordered to or continued on active duty while the member is being treated for, or recovering from, an injury, illness, or disease incurred or aggravated in the line of duty while performing inactive duty or active duty for a period of 30 days or less as authorized by 10 U.S.C. 12322 (ADHC). Such authorization shall normally be provided only after consultation with Commandant (CG-1311), and only for members expected to remain not fit for military duties for more than 30 days, when it is in the interest of fairness and equity to provide certain healthcare or dependent benefits.
- f. A reservist who has been ordered to active duty or who has been continued on active duty as outlined above, so as to result in a continuous period of active duty of more than 30 days, is entitled to medical and dental care on the same basis and to the same extent as a member covered under 10 U.S.C 1074(a). The dependents of a reservist who has been ordered to or continued on active duty so as to result in a period of active duty of more than 30 days are entitled to medical and dental care under 10 U.S.C. 1076(a)(2)(D).

6.A.7 Pregnancy in the Reserve Component

Pregnancy is not a disease or illness covered under the Reserve Incapacitation System. Therefore, a reservist who is unable to perform duty as a result of pregnancy or childbirth is not eligible for incapacitation benefits. See **Personnel Manual, COMDTINST M1000.6 (series), Chapter 9**, for policy on management of pregnant reservists, and see **Section 5.A.11** of this Manual for assignment of pregnant reservists.

Chapter 6 Section B

INCAPACITATION REPORTING PROCEDURES

- h. Commandant (CG-1313) shall maintain a system to track payment of incapacitation pay in accordance with DODI 1241.2, Reserve Component Incapacitation System Management, which shall include, at a minimum: the date when incapacitation pay commenced if the member was not continued on active duty and the applicable rule under table 57-3 of DoD 7000.14-R, Volume 7A (reproduced here as Figure 6-1) which authorized such pay; and the date when incapacitation pay was terminated.
 - i. Commandant (CG-131) shall review each case in which the member is projected to remain incapacitated for more than six months to determine if it is in the interest of fairness and equity to continue benefits paid under 37 U.S.C. 204(g) or 204(h).
-

6.B.2 Reporting Civilian Health Care

- a. Reservists performing inactive duty or performing active duty for periods of 30 days or less may be provided care at military treatment facilities (MTFs), but are not reflected as eligible for healthcare in DEERS, which is used by servicing MLC (kma) staffs to verify eligibility when paying claims by civilian health care facilities. Therefore, whenever a command directs a reservist performing inactive duty or performing active duty for periods of 30 days or less to a civilian health care facility for treatment or evaluation, the servicing MLC (kma) must be notified within three working days, and servicing ISC (pf)s and the Personnel Command (CGPC-rpm) shall be copied on such notification.
- b. The notification shall include, at a minimum,
 - (1) The member's full name, rank or rate, and SSN;
 - (2) The member's duty status (e.g., ADT-AT, IDT, traveling to or from duty site) at the time the injury or illness occurred and the time and dates of the duty period. A copy of the member's orders shall be provided;
 - (3) The date/time, place, and circumstances of the injury or illness, and the date/time the member was seen by a medical provider;
 - (4) The name and location of the medical provider;
 - (5) The provider's diagnosis as reported by the International Classification of Diseases Clinical Modification (ICD-9-CM) Code for medical procedures, or American Dental Association Code on Dental Procedures and Nomenclature, Current Dental Terminology (CDT-1) Code for dental procedures. These codes can be obtained from the provider;
 - (6) The physician's Current Procedural Terminology (CPT) Code. This code can be obtained from the provider;
 - (7) The estimated period of impairment, and anticipated disposition;
 - (8) The member's fitness for duty after treatment;

Chapter 6 Section B

INCAPACITATION REPORTING PROCEDURES

- (9) A statement as to whether a request for Notice of Eligibility (NOE) has been sent to the servicing ISC (pf);
 - (10) A line of duty statement. Where doubt exists, indicate "undetermined" and refer to the procedures contained in the Administrative Investigations Manual, COMDTINST M5830.1 (series); and,
 - (11) A unit POC and phone number.
-

6.B.3 Notice of Eligibility (NOE) for Authorized Medical Treatment

- a. A Notice of Eligibility (NOE) for authorized medical treatment is issued to a reservist **following service** on active duty to document eligibility for medical care as a result of an injury, illness, or disease incurred or aggravated in the line of duty. **An NOE recipient shall not be transferred from a SELRES assignment while his or her incapacitation is unresolved, unless the member specifically requests transfer for another reason unrelated to the incapacitation, as authorized. The command shall either schedule the reservist for IDT in a limited duty status (ADT, ADOT, or mobilization must be deferred until the member is fit for full duty) or reschedule drills for future dates when the member will be fit for full duty.**
 - b. Servicing ISC (pf)s will issue each NOE for a period not to exceed three months and may authorize reimbursement for travel incident to medical and dental care in connection with the NOE. A sample NOE is provided in Figure 6-2. Commands requesting issuance of NOEs shall provide ISC (pf)s with the same information that is outlined in Section 6.B.2.b of this chapter, as soon as possible but not later than three working days after the initial medical evaluation and prognosis is completed. Commands shall immediately notify the servicing ISC (pf) and copy Personnel Command (CGPC-rpm) for termination of the NOE when a member is found FFFD, or the injury, illness, or disease cannot be materially improved by further hospitalization or treatment and the member has been separated or retired as the result of a PDES determination.
 - c. Upon determination that the member will require treatment beyond the first three-month period of the NOE, commands shall notify the servicing ISC (pf) and may request extensions in one-month increments. Requests for NOE extensions shall indicate whether or not a medical board has been initiated. ISC (pf)s may not authorize extensions to allow an NOE to exceed six months.
 - d. The servicing ISC (pf) shall forward requests for one-month extensions to the Personnel Command (CGPC-rpm) for NOEs extending beyond six months. As soon as a medical officer or designated authority determines that a reservist is expected to remain incapacitated for more than six months, the case shall be referred to the Coast Guard Physical Disability Evaluation System (PDES).
-

Chapter 6 Section B

INCAPACITATION REPORTING PROCEDURES

6.B.4 Claims for Incapacitation Pay

- a. Claims for incapacitation pay shall be submitted to the servicing ISC (pf) via the chain of command. The servicing ISC (pf) shall verify entitlement in accordance with Section A of this chapter, and shall cite the applicable rule for payment outlined in Figure 6-1. Claims with ISC (pf) endorsements shall then be forwarded to PSC (ses) for processing; copies of the endorsements shall be sent to Commandant (CG-1313).
- b. If submitting a claim for pay and allowances due to a NFFD status (unable to perform military duties), the member must submit a statement declaring any earned income (see Figure 6-4), enclose a copy of the NOE, medical officer's certification (see Figure 6-5), and a letter from his or her civilian employer containing:
 - (1) The employer's mailing address,
 - (2) Supervisor's name and phone number,
 - (3) Certification and reason that the member has not returned to work, and
 - (4) Documentation of any normal wages, salaries, professional fees, tips, vacation pays, sick leave, disability insurance, or other compensation (if any) that the member has received.
 - (5) In the case of a student in receipt of financial aid, certification that the member has not returned to school must be provided, along with documentation of financial aid received (if any).
- c. If submitting a claim for lost civilian income as a result of a FFLD status, the member must submit a statement declaring any lost income (see Figure 6-4), enclose a copy of the NOE, medical officer's certification (see Figure 6-5), and a letter from his or her civilian employer containing:
 - (1) The employer's mailing address,
 - (2) Supervisor's name and phone number,
 - (3) Reason that income or other compensation that has been reduced due to the injury or illness, and
 - (4) Documentation of the amount of income or other compensation that has been reduced due to the injury or illness.
- d. Certifications shall be provided for periods not to exceed one month. If a member's status changes from NFFD to FFLD, separate claims shall be provided for each status. Receipt of incapacitation pay depends upon prompt submission of the required certifications. Medical certifications should be completed during the member's scheduled visit(s) to the medical facility.
- e. In accordance with 37 U.S.C. 204, incapacitation pay may not be provided for a period greater than 6 months unless directed by Commandant (CG-1313).

Chapter 6 Section B

INCAPACITATION REPORTING PROCEDURES

(Sample Claim for Incapacitation Pay)

6310

[date]

From: [Rank Name SSN], USCGR

To: CG PSC (ses)

Thru: [Member's Command]
CG ISC _____ (pf)

Subj: CLAIM FOR INCAPACITATION PAY

1. I hereby certify that during the period from _____ to _____ (period not to exceed one month),

Choose one:

☐ I have not returned to civilian employment. I have not received nor have I a claim pending with the Department of Veterans Affairs or my current employer for any income, vacation pays, sick leave, pension, disability allowance, or disability compensation.

☐ I have returned to civilian employment, but have had my earned income reduced by the amount of \$_____ due to the following reason(s) (e.g., reassignment to other duties, reduced working hours, absence(s) for medical appointment(s), etc.):

2. I received Workers Compensation, taxable unemployment benefits, or income from an income protection plan in the amount of \$_____ (if none, so state):

#

Enclosures: (1) NOE dtd _____
(2) Medical Certification dtd _____
(3) Civilian Employer ltr dtd _____

(Figure 6-4)

Chapter 7 Section A

COMMISSIONED OFFICERS

- (2) The officer's command will, if the officer in fact meets the requirements of this paragraph, forward a copy of the OPAL to the officer and ensure that the officer's personnel record is updated to reflect the promotion. If the officer does not meet the requirements for promotion, CGPC-rpm shall be notified immediately.
 - (3) CGPC-rpm will issue promotion certificates for reserve officers.
 - d. A reserve officer promoted under this section is considered to have accepted the promotion unless delivery thereof cannot be effected (14 U.S.C. 735(a)).
 - e. A reserve officer who has served continuously since taking the oath of office prescribed in 5 U.S.C. 3331 is not required to take a new oath of office upon appointment in a higher grade (14 U.S.C. 735(b)).
-

7.A.11 Delay of Promotion

- a. Under no circumstances will an appointment to a higher grade be tendered, including an appointment for an officer assigned to the IRR, until the following conditions have been met:
 - (1) The reserve officer is found physically qualified by a current approved and documented physical examination and the officer's character of service since selection has been verified as satisfactory (14 U.S.C. 734).
 - (2) The active service running mate has been promoted, all officers of the same grade of higher precedence on any prior promotion list have been tendered an appointment, and the Secretary exercises promotion authority.
- b. If an officer cannot meet the physical requirements or other criteria at the time the officer's running mates is promoted, promotion will be withheld until he or she meets the requirements; the command shall so notify the Personnel Command (CGPC-rpm) and the Personnel Service Center prior to the authorized promotion date.
 - (1) If the officer subsequently meets the requirements prior to the convening date of the next promotion board, CGPC-rpm will authorize promotion with a date of rank at the time the officer would have been promoted had the promotion not been delayed. However, pay and allowances accrue from the effective date of appointment, not the date of rank.
 - (2) If the officer fails to meet promotion requirements prior to the convening date of the next promotion board, transfer from an active status will take effect on the day prior to the convening date of the board.
 - (3) Once an officer in an inactive status becomes physically qualified or meets the other requirements for promotion, he or she may submit documentation to CGPC-rpm and request to be returned to an active status. The officer shall then be reconsidered by a

Chapter 7 Section A

COMMISSIONED OFFICERS

selection board and if selected shall be placed on the new promotion list. A reserve officer is not considered to have previously failed of selection when eliminated from a list of selectees for promotion solely as a result of being removed from an active status.

- c. Reserve officers are not excluded from promotion if physically disqualified by a medical board for duty at sea or in the field, if:
 - (1) The disqualification results from injuries received in the line of duty, and
 - (2) Those injuries do not incapacitate the officer from other duties in the grade to which the officer is to be promoted (14 U.S.C. 734(b)).
- d. The Secretary may delay the promotion of an officer who is under investigation or against whom proceedings of a court-martial or a board of investigation are pending, without prejudice until completion of the investigation or proceedings.
 - (1) However, unless the Secretary determines that a further delay is necessary in the public interest, a promotion may not be delayed for more than one year after the date the officer would otherwise have been promoted.
 - (2) An officer whose promotion is delayed under this provision and who is subsequently promoted shall be given the date of rank and precedence on the IDPL that the officer would have held had the promotion not been so delayed.

7.A.12 Frocking

- a. Under the authority of 10 U.S.C. 777 **and 14 U.S.C. 632**, officers who have been selected for, but not yet promoted to a higher grade may be authorized to wear the insignia for that next higher grade. **Selectees for flag grade or captain must have their appointments confirmed by the Senate before frocking may be authorized.** An officer who is so authorized to wear the insignia of the next higher grade is said to be "frocked" to that grade. A reserve officer on the IDPL may be considered for frocking when:
 - (1) The reserve officer's running mate has been promoted, but the reserve officer cannot be promoted due to lack of a vacancy at the higher grade; or
 - (2) The higher grade is needed for the officer to effectively carry out his/her duties.
- b. IDPL officers selected for flag grade, at times, will not be promoted concurrently with their active duty running mates due to a lack of vacancies at the higher grade. In this case, frocking may be an appropriate measure to recognize the reserve officer's achievement, at no cost to the government. In these cases, Commandant (CG-13) authorizes frocking to flag grade. **Forward these requests through the Personnel Command (CGPC-rpm) for processing.**

Chapter 7 Section C

ENLISTED PERSONNEL

eligibility periods prior to terminal eligibility date (1 January following the October exam), and for the entire period from recommendation to advancement:

Advancement to Pay Grade	Minimum Period
MCPO/E-9	24 months
SCPO/E-8	24 months
CPO/E-7	24 months
PO1/E-6	12 months
PO2/E-5	12 months
PO3/E-4	6 months

(Figure 7-2)

7.C.4 SELRES and ADT Requirements

- a. Minimum time in the Coast Guard Selected Reserve (SELRES) for advancement in rate is as follows:

Time in CG SELRES or TRAPAY CAT E	
E-2 to E-3	6 months in pay grade E-2
E-3 to E-4	6 months in pay grade E-3
E-4 to E-5	6 months in pay grade E-4 in current rating
E-5 to E-6	12 months in pay grade E-5 in current rating
E-6 to E-7	24 months in pay grade E-6 in current rating
E-7 to E-8	24 months in pay grade E-7 in current rating
E-8 to E-9	24 months in pay grade E-8 in current rating

(Figure 7-3)

- (1) The eligibility date for time in service and rate and time in SELRES is 1 January following the exam.
- (2) If a candidate has broken service (out of active status or out of the service over three months) in the same or higher pay grade, previous satisfactory service in the Coast Guard or Coast Guard Reserve is creditable if a minimum of one half of the period required was served during the current enlistment.
- (3) In calculating time in the SELRES, all service on active duty (of any type, including active duty before RELAD, EAD, ADT, ADSW or involuntary recall) shall be included.

Chapter 7 Section C

ENLISTED PERSONNEL

- b. Minimum days of active duty for advancement in rate are as follows:

Days of ADT	
E-2 to E-3	None
E-3 to E-4	12 days in pay grade E-3
E-4 to E-5	12 days in pay grade E-4
E-5 to E-6	12 days in pay grade E-5
E-6 to E-7	24 days in pay grade E-6
E-7 to E-8	24 days in pay grade E-7
E-8 to E-9	24 days in pay grade E-8

(Figure 7-4)

- (1) Terminal eligibility date for completion of ADT, correspondence courses and performance-based qualifications is 1 July preceding the examination.
- (2) All service on any type of active duty (of any type including EAD, ADT, ADSW or voluntary or involuntary call-ups) shall be included.
- (3) Candidates who receive AT waivers because of budget constraints shall be given full credit for the days waived in current pay grade, up to a maximum of 12 days per fiscal year. The waiver and the fact that it was based on Commandant initiative, not at the request of the reservist, must be documented by personnel data record entry.
- (4) Reservists with accession classifications of RP or RK who have successfully completed Class "A" School may use active duty performed as an E-2 to satisfy the ADT requirement for advancement to E-4.

7.C.5 Additional Eligibility Requirements for E-7, E-8, or E-9

- a. E-7, E-8, and E-9 candidates must have at least two years of SELRES eligibility remaining as computed from the 1 January terminal eligibility date to be eligible for advancement. Individuals scheduled for separation, due to reach their 30 year pay base date anniversary, or reaching maximum age for mandatory retirement during the two year period following terminal eligibility date are ineligible to compete for further advancement.
- b. For advancement to E-8,
 - (1) A reservist must have a total of at least ten years satisfactory federal service in one or more components of the Armed Forces (can be service on active duty or the SELRES or a combination of the two), and

Chapter 7 Section C

ENLISTED PERSONNEL

- (2) The four years immediately preceding participation in the SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or Standby Reserve, Active Status shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:
 - (a) Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation, or
 - (b) An official finding of not physically qualified due to a temporary medical condition.
 - (3) A reservist advanced to E-7 on or after 1 January 1999 must have completed either the Coast Guard Chief Petty Officer's Academy or one of the Department of Defense (DoD) Senior Enlisted Academies.
- c. For advancement to E-9,
- (1) A reservist must have a total of at least twelve years satisfactory federal service in one or more components of the Armed Forces (can be service on active duty or the SELRES or a combination of the two), and
 - (2) The six years immediately preceding participation in the SWE must be satisfactory federal service in the Coast Guard (either on active duty or in the SELRES) and in the examined rating. Temporary assignments to the IRR or Standby Reserve, Active Status shall not be disqualifying if the total period did not exceed 90 days and assignments were solely because of:
 - (a) Necessary delay in reassigning the candidate to a unit after release from EAD, ADSW-AC, ADSW-RC, or the candidate's relocation, or
 - (b) An official finding of not physically qualified due to a temporary medical condition.
- d. Personnel who decline advancement to E-8 or E-9 or who voluntarily elect to be removed from an eligibility list shall be required to wait 2 years from the anniversary date of that election before being eligible to participate in future examinations for E-8 or E-9.

7.C.6 Hearing/Color and Security Clearance Requirements

In addition to requirements outlined in Chapter 5.C of the Personnel Manual, COMDTINST M1000.6 (series), the Investigator (IV) and Port Security Specialist (PS) ratings require normal color perception and hearing ranges, and require security clearance eligibility even if such clearance is not required for their present duties. See Section 7.C.10 of this manual for SSBI and special certification requirements for the IV rating.

Chapter 7 Section C

ENLISTED PERSONNEL

7.C.7 Advancement of RELADs

- a. Personnel whose names appeared on the active duty SWE eligibility list for advancement to E-5 or E-6 within one year of separation from active duty, but were not advanced for any reason other than disciplinary, may be advanced to E-5 or E-6 without competing in the Reserve SWE if:
 - (1) The commanding officer recommends their advancement within one year of separation from active duty,
 - (2) The candidate's advancement multiple was at least as high as the lowest multiple used in advancing a reservist on the same exam, and
 - (3) There are existing vacancies within the rate for which advancement is requested.
- b. Recommendations for advancement to pay grades E-7, E-8, or E-9 under this section will not normally be approved unless there is a severe shortage in the requested rate in the Coast Guard Reserve.
- c. Personnel in this category must meet all other eligibility requirements prior to being advanced.
- d. Recommendations shall be submitted by message to the Personnel Service Center (adv) and the Personnel Command (rpm), and must state on which advancement list (the one in effect, or the one which will go into effect the following 1 January) the member requests placement. The message shall contain the member's final multiple from the last Active Duty SWE. Personnel Service Center (adv) will determine the member's reconstructed placement on the appropriate Reserve SWE eligibility list, and provide a message response within five working days.
- e. Personnel eligible for advancement under this paragraph shall be advanced on the day specified.

7.C.8 Reduction in Rate

- a. The three-month probationary period required for active duty members recommended for reduction in rate due to incompetence shall be extended to six months for SELRES reservists, during which they shall complete a minimum of 24 IDT drills.
 - b. When the reduction was made for sub-standard performance as distinguished from reduction as punishment, the individual may be recommended for **advancement**, if required, after serving one-half the normal number of required months in pay grade.
-

Chapter 8 Section A

SEPARATION OF OFFICERS

merits, taking into account the interests of national security and the needs of the Coast Guard. If the Secretary accepts a resignation, the Commandant will sign a certificate reflecting discharge.

- (1) The resignation of a Reserve officer will normally not be accepted if he or she has remaining obligated military service or contractual obligation related to direct commission, unless the resignation is submitted along with a request for conditional release for the purpose of becoming a member of another Armed Force.
 - (2) The resignation of a Reserve officer will normally be accepted if accompanied by written evidence that he or she has become a regular or duly ordained minister of religion. The ministry must be the officer's primary vocation; his or her religious faith group must be recognized substantially for religious purposes; his or her standing in the faith group must be recognized as that of a minister or leader; and he or she must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.
 - (3) The resignation of a Reserve officer will normally not be accepted if received when a state of emergency exists during which the needs of the service clearly preclude acceptance of a resignation.
- b. Unqualified resignations may be submitted up to one year in advance, but shall be submitted in sufficient time to reach Personnel Command (CGPC-rpm) at least three months prior to the requested date of resignation.
 - c. Resignations may be withdrawn with the approval of CGPC-rpm.
 - d. The Commandant may, at his or her discretion, retain officers beyond the requested resignation date based on the needs of the Service.

8.A.4 Involuntary Separation

Officers with at least five years service as commissioned officers cannot be separated without their consent except under an approved recommendation of a board of officers (10 U.S.C. 12683).

- a. Provisions concerning separation for cause of Reserve officers serving on active duty in the Personnel Manual, COMDTINST M1000.6 (series), shall apply equally to inactive duty Reserve officers.
- b. Personnel Manual references concerning severance pay for involuntarily separated officers do not apply, and provisions of Article 12.A.15.g concerning physical qualification for separation do not apply.
- c. Provisions concerning separation of Reserve officers as a result of unsatisfactory participation can be found in Chapter 4.B of this Manual.

Chapter 8 Section A

SEPARATION OF OFFICERS

8.A.5 Mandatory Separation for Age

- a. Reservists serving in an active status will be removed from an active status upon reaching age 60.
 - (1) Any member qualified for retirement who does not request to be transferred to the Retired Reserve will be transferred to the Inactive Status List (ISL), Standby Reserve on the day the member reaches 60 years of age, subject to the provisions of 10 U.S.C. 12683, 12646, and 12686. **Qualified members of the Selected Reserve and reservists continued on active duty due to incapacitation (see Section 6.A.6) who are awaiting final adjudication of a PDES case may request transfer to the Retired Reserve for immediate recall to active duty or the Ready Reserve solely for that purpose.**
 - (2) A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (CG-131) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim). In the case of a reservist on Extended Active Duty, the order-approving official, Personnel Command (opm), will act on requests to defer removal from an active status.
- b. Pursuant to 14 U.S.C. 742, Reserve officers O-6 and below who are **not on extended active duty and** are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach **60** years of age; Reserve flag officers who are authorized to remain in an active status must be transferred to the Retired Reserve or separated no later than the day they reach 64 years of age.

8.A.6 Separation After 30 Years Service

- a. **All commissioned officers in pay grades O-6 and below** shall be removed from an active status after completion of 30 years total commissioned service, if they are not carried on an approved list of selectees for promotion to the grade of rear admiral (lower half).
 - (1) The total commissioned service of an officer who has served continuously in the Reserve following appointment in the grade of ensign shall be computed from the date on which that appointment was accepted.
 - (2) A Reserve officer initially appointed in a grade above ensign is considered to have whichever period of commissioned service is greater of the following:
 - (a) The total commissioned service actually performed in a grade above commissioned warrant officer (including commissioned service performed in other components prior to appointment in the U. S. Coast Guard Reserve), or

Chapter 8 Section A

SEPARATION OF OFFICERS

- (b) The same total commissioned service as an officer of the regular Coast Guard who has served continuously from an original appointment as ensign, who has not lost numbers or precedence, and who is, or was at the time of original appointment, immediately junior to the Reserve officer.
- (3) The TCS Years column of the Register of Reserve Officers, COMDTINST M1427.2 (series) is used as a guide for determining when **officers** will be removed from an active status. **They** will normally be removed on 30 June immediately following completion of 30 years total commissioned service.
- b. Commissioned warrant officers shall be removed from an active status after completion of 30 total years of service in an active status. To satisfy a specific Service need, the Commandant may defer mandatory transfer from an active status due to years of service. Chief warrant officers who want to continue in an active status beyond 30 years may apply to Personnel Command (CGPC-rpm) via the chain of command and servicing ISC (pf). **See Section 5.B.8 of this manual.**

8.A.7 Reserve Officer Mobilization Disposition Board

- a. Personnel Command (CGPC-rpm) shall annually convene a Reserve Officer Mobilization Board (ROMB), if necessary, to screen officers in the Standby Reserve, Inactive Status and recommend separation or transfer to the Retired Reserve for officers who have:
 - (1) been in an inactive status for more than three years, and
 - (2) have limited potential for mobilization.
- b. Board deliberations shall be guided by the following:
 - (1) Officers who possess critical skills, which would benefit the Coast Guard in the event of mobilization, shall be recommended for retention in the Standby Reserve, Inactive Status.
 - (2) Officers who voluntarily transferred to an inactive status and who have not attained age thirty-five shall not be recommended for discharge or retirement.
 - (3) Officers shall not be recommended for retention in the Standby Reserve solely to allow them to reach the age necessary to qualify for transfer to RET-1, unless they retain potential for mobilization.
 - (4) Officers who show potential for future active participation in training may be recommended for return to an active status provided they were not placed in the Standby Reserve as a result of selection/retention board action.

Chapter 8 Section A

SEPARATION OF OFFICERS

Chapter 8 Section B

SEPARATION OF ENLISTED PERSONNEL

In this Section:

Paragraph	Topic	See Page
8.B.1	General	10
8.B.2	Conditional Release for Inter-Service Transfer	10
8.B.3	Mandatory Discharge for Age	11
8.B.4	Separation After 30 Years Service	12

Chapter 8 Section B

SEPARATION OF ENLISTED PERSONNEL

8.B.1 General

The provisions of the Personnel Manual, COMDTINST M1000.6 (series), Article 12.B, concerning separation of enlisted members, also apply to enlisted members in the Ready Reserve, except as specifically modified in this section. The modifications in this section apply to enlisted reservists not serving on extended active duty (EAD). For enlisted reservists not serving on EAD, the Headquarters point of contact is Personnel Command (CGPC-rpm) (vice CGPC-epm as listed in the Personnel Manual).

- a. Reservists being discharged for enlistment expiration are not required to obtain a complete physical examination.
- b. The only early separations authorized for reservists are early discharge for immediate reenlistment, such as when the normal date of expiration of enlistment falls on the date when the reservist is not scheduled to perform duty. Early separation to pursue education is not authorized for reservists not serving on long-term active duty.
- c. The provisions of Section 4.B of this manual shall be followed in cases of unsatisfactory participation.
- d. Transfers from the SELRES to the Standby Reserve (as opposed to separation) due to personal or extreme community hardship shall be processed in accordance with Section 5.B of this manual.
- e. A Reserve enlisted member's request for separation will normally be approved if accompanied by written evidence that he or she has become a regular or duly ordained minister of religion. The ministry must be the member's primary vocation; his or her religious faith group must be recognized substantially for religious purposes; his or her standing in the faith group must be recognized as that of a minister or leader; and he or she must be certified by an applicable official of the faith group to be a fully qualified member of the clergy in good standing.
- f. The discharge of a reservist who is not on duty on the date of separation takes effect at 2400 hours on the effective date of separation, regardless of when the separation documents are received in the mail.

8.B.2 Conditional Release for Inter-Service Transfer

- a. Enlisted SELRES members may initiate requests for conditional release to transfer to other components of the Armed Forces. Requests for conditional release on DD Form 368 shall be forwarded via the chain of command to the servicing ISC (pf) for decision along with the specific recommendations of the command. Transfers will normally only be approved for one of the following reasons:

Chapter 8 Section B

SEPARATION OF ENLISTED PERSONNEL

- (1) The member has no opportunity to affiliate with a Coast Guard unit within a reasonable distance of his or her home or place of business.
 - (2) The member is offered an enlistment or appointment to serve in an Active component of the Armed Forces, or is accepted for enrollment in an Armed Force's officer training program.
 - (3) The member has no remaining military service obligation and has special experience or professional, educational, or technical background which would be of greater value to the gaining Service and which outweighs the value of previous training in the Coast Guard Reserve.
 - (4) The member has no remaining military service obligation and the transfer would serve the best interests of the national defense effort and of the member concerned to such a degree as to outweigh the value of previous training in the Coast Guard Reserve.
- b. ISC (pf)s shall only consider members with satisfactory participation for conditional release.
 - c. If a conditional release is approved, discharge will take effect on the day preceding the day in which the member is enlisted or appointed in the gaining Service. The type and character of the discharge so issued shall be Honorable.
 - d. Separation as a result of conditional release for an inter-service transfer does not constitute fulfillment of military service obligations. Service prior to discharge will count towards fulfillment of the obligation.
 - e. Members of the IRR who are not assigned to units and members of the Standby Reserve shall forward requests for conditional release to the Personnel Command (CGPC-rpm).

8.B.3 Mandatory Discharge for Age

In accordance with Coast Guard policy, reservists serving in an active status will be removed from an active status upon reaching age 60. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Inactive Status List (ISL), Standby Reserve, on the day the member reaches 60 years of age. A member not qualified for retirement (and not statutorily precluded from discharge) shall be discharged without board proceedings, unless Commandant (CG-131) approves the member's request to defer retirement until age 62 (or sooner if the member becomes retirement qualified in the interim). In the case of a reservist on extended active duty, the order-approving official, Personnel Command (CGPC-epm), will act on requests to defer removal from an active status.

Chapter 8 Section B

SEPARATION OF ENLISTED PERSONNEL

8.B.4 Separation After 30 Years Service

Enlisted members shall be removed from active status after completing 30 total years of service. To satisfy a specific Service need, Commandant may defer mandatory transfer from an active status due to years of service. Enlisted members who desire to remain in an active status beyond 30 total years service may apply to the Personnel Command (CGPC-rpm) via the chain of command and their servicing ISC (pf). See Section 5.B.8 of this manual.

Chapter 8 Section C

RETIREMENT

In this Section:

Paragraph	Topic	See Page
8.C.1	General	14
8.C.2	Retirement Categories	14
8.C.3	Qualifying Years of Service	15
8.C.4	Calculation of Retired Pay	16
8.C.5	Retirement Points for Correspondence Courses	16
8.C.6	Retirement Point Statements	17
8.C.7	Completion of Satisfactory Service	17
8.C.8	Grade for Retirement and Retired Pay	17
8.C.9	Computing Credited Retirement Points	18
8.C.10	Computing Reserve Retired Pay	19
8.C.11	Computing Retirement Points for Partial Anniversary Years	20
8.C.12	Procedures for requesting Retirement	21
8.C.13	Privileges	22
8.C.14	Obligations	22
8.C.15	Limitations on Persons Receiving VA Benefits	23
8.C.16	Former Members	23

Chapter 8 Section C

RETIREMENT

8.C.1 General

As outlined in 10 U.S.C. 12731, a reservist is entitled, upon application, to non-regular retired pay if the reservist

- a. is at least 60 years of age;
- b. is not entitled to receive military retired pay under any other provision of law;
- c. has performed at least 20 years of satisfactory qualifying federal service as computed under section 10 U.S.C. 12732; and,
- d. **in the case of a member who accumulated 20 years of qualifying service before May 1, 2005**, has performed the last six years of qualifying service as a member of a Reserve component.

Note: As provided in Decisions of the Comptroller General, File B-111903, November 6, 1952, there is no requirement that the last six years of qualifying Reserve component service be continuous. Any period of service as a member of a Regular component intervening between periods of Reserve service counted toward the six-year requirement must be excluded in determining whether the member has the requisite 20 years of qualifying service for eligibility for non-regular retired pay. Service in a Regular component during a partial year shall be treated in the same manner as one full year of service in this respect.

8.C.2 Retirement Categories

- a. **Retirement with Pay (RET-1).** When reservists complete at least 20 years of satisfactory federal service and have reached age 60, they are eligible for transfer to RET-1 status upon request. When transferred to retired with pay status, reservists receive a Retired Identification Card and are eligible for the same benefits available to active duty retirees.
 - b. **Retirement Awaiting Pay at Age 60 (RET-2).** Reservists who have satisfied all requirements for RET-1 except having reached age 60 may request transfer to the administrative status RET-2.
 - (1) Upon attainment of RET-2 status, members are entitled to **unlimited commissary**, exchange, and morale, welfare, and recreation benefits. Unless recalled to active duty, RET-2 reservists are not entitled to earn pay and allowances or retirement points, or receive military legal assistance or medical and dental care.
 - (2) Reservists in RET-2 receive an Armed Forces Identification Card, DD Form 2 (Reserve/Retired).
-

Chapter 8 Section C

RETIREMENT

8.C.12 Procedures for Requesting Retirement

- a. Members may request transfer to RET-2 status at any time after receipt of notification of completion of 20 years satisfactory federal service per 10 U.S.C. 12731(d). Retirement requests may be submitted up to one year in advance, but shall be submitted in time to arrive at the Personnel Service Center (ras) at least three months prior to the requested date of retirement.
 - (1) Requests shall be submitted on form CG PSC-2055A via the chain of command and servicing ISC (pf).
 - (2) The Personnel Service Center (ras) shall provide a Coast Guard Certificate of Retirement, Certificate of Appreciation from the President of the United States, and a Coast Guard Certificate of Appreciation for a member's spouse, to each member's assigned command. The certificate shall be presented to the member at a suitable ceremony in accordance with the Personnel Manual, COMDTINST M1000.6 (series), Chapter 12.C. If the member is assigned to the IRR or to the Standby Reserve, then the certificates shall be mailed to the member's home address.
- b. Approximately six months prior to a retirement eligible reservist's 60th birthday, the Personnel Service Center (ras) will mail a Coast Guard & NOAA Retired Pay Account Worksheet and Survivor Benefit Plan (SBP) Election Form (CG PSC-4700), USCG Reserve Retirement Point Statement (CG-4175A), and a "How to Apply for Retired Pay and Survivor Benefit Plan" guide to the member. Members can also access the CG PSC form and guide on the PSC website at <http://www.uscg.mil/hq/psc/>. The forms should be completed and returned in sufficient time to reach the Personnel Service Center (ras) at least three months prior to the member's 60th birthday.
- c. Reservists who remain in an active status in the Ready Reserve after becoming retirement eligible may request to transfer to RET-1 status upon reaching age 60. The procedures for requests to transfer directly to RET-1 are the same as procedures for transfer to RET-2 as outlined in subparagraph a. above. Any member qualified for retirement, who does not request to be transferred to the Retired Reserve, will be transferred to the Standby Reserve Inactive Status List (ISL) on the day the member reaches 60 years of age.

Enlisted members who are eligible to receive retired pay will only be retained in the Ready Reserve beyond age 60 to fulfill compelling needs of the Coast Guard and upon approval of a member's written request to Commandant (CG-1311), via the chain of command. See Sections 8.A.5 and 8.B.3.
- d. **Any enlisted member or chief warrant officer qualified for retirement who does not request transfer to the Retired Reserve will be transferred to the Inactive Status List (ISL), Standby Reserve on the day the member completes 30 total years of service. Any commissioned officer who does not request transfer to the Retired Reserve will be transferred to the Inactive Status List (ISL), Standby Reserve on 30 June immediately following completion of 30 years total commissioned service. See Sections 8.A.6 and 8.B.4 of this manual.**

Chapter 8 Section C

RETIREMENT

- e. No physical standards are prescribed and no physical examination is specifically required for reservists to transfer to retired status. Upon transfer to the Retired Reserve members no longer accumulate retirement points and are not considered for promotion. Members who request retirement must cease drilling as of the day prior to the requested retirement date, regardless of receipt of retirement request approval. No payments or point credit will be given to a member for drilling on or after the day of requested retirement.

8.C.13 Privileges

- a. Full-time coverage under Veterans' Group Life Insurance (VGLI) is available for members who are retired, including those who are retired without pay (RET-2) (see, Personnel Manual, COMDTINST M1000.6 (series), Chapter 18.D)).
- b. Reservists retired with pay (RET-1) and without pay (RET-2) are authorized full use of military exchanges, commissaries, and other base facilities.
- c. Medical and dental care at military facilities is available for reservists who are retired with pay (RET-1) and their dependents as is available for members who retire from active duty.
- d. Social Security and Civil Service retirement pay benefits may be received concurrently with military retired pay.

8.C.14 Obligations

- a. Members of the Retired Reserve (RET-1 and RET-2) are liable for active duty in time of war, national emergency declared by Congress, or when otherwise authorized by law, upon determination by the Secretary of Homeland Security, with the approval of the Secretary of Defense, that adequate numbers of Ready and Standby reservists are not readily available. Members in a retired status may be recalled to active duty, subject to their own consent, at the discretion of the Secretary of Homeland Security.
- b. Retired reservists must keep the Service advised of their current address. Address changes can be made by e-mailing the Personnel Service Center (ras) at psc-ras@hrsic.uscg.mil, or by submitting a written request to:

Commanding Officer (ras)
U.S. Coast Guard Personnel Service Center
Federal Bldg.
444 S.E. Quincy Street
Topeka, Kansas 66683-3591

INDEX

A

Absences	2.B.3
Counseling	4.B.1
Accession programs	
Enlisted	1.E.2
Officer	1.E.3
Active duty	
Active Duty for Healthcare (ADHC)	3.A.4.e, 6.A.6
Active Duty Special Work (ADSW)	3.A.4.a
Defined	3.A.1
Categories	3.A.2
Consecutive and non-consecutive	3.B.2
Extended Active Duty	3.A.4.b
For Training (ADT)	3.A.3
For Other than Training (ADOT)	3.A.4
Involuntary	3.A.4.d
Long-term	3.B.4
Non-paid active duty	3.B.3
Other Training Duty (ADT-OTD)	3.A.3.c
Order issuing authority	3.B.6
Orders	3.B.1, 3.B.6.a
Requirements	3.B.6.b
Reserve Program Administrator (RPA)	3.A.4.c
Short-term	3.B.4
Travel entitlements	3.B.5
Advancement	7.C
Reassignment	5.A.6.a(2), 5.A.10
RELAD	7.C.7
Reduction in rate	7.C.8
Allowable weight standards	
Requirement	4.A.2, 4.A.6
Transfer to Standby Reserve	5.B.5
Annual screening	
Determining Key Employees	5.B.6.d
Failure to respond	4.B.4
Requirement	4.A.2, 4.A.6
Annual training	
Requirement	4.A.3
Waiver	4.A.4
Assignments	
Due to relocation	5.B.7.c
Affiliation of members of other reserve components	5.A.7
Coast Guard civilian and contract employees	5.A.11.b

INDEX

Due to advancement/promotion, position deletion, unit decommissioning.....	5.A.7, 5.A.10
High priority units.....	5.A.4, 5.A.7
New accessions	5.A.3
Overbilleting	5.A.7, 5.A.8
Panels	5.a.5, 5.A.6, 5.A.10
Pregnancy.....	5.A.11
Reservists released from active duty.....	5.A.13
Tour lengths	5.A.6, 5.A.7
Unit training capacity.....	5.A.9
 B	
Berthing on inactive duty orders.....	2.B.6
 C	
Career paths	5.C.1
Classifications	1.E.1
Change in rating, lateral.....	7.C.9
Change of Residence.....	4.A.5
Commissioned officers	
Frocking	7.A.12
Inter-Service transfer	8.A.2
Promotion.....	7.A.1
Resignation	8.A.3
Separation	8.A
Counseling	4.B.1
 D	
Definitions	
Inactive duty.....	2.A.1
Incapacitation benefits	6.A.2
Hardship.....	5.B.4
Key employees.....	5.B.6
Reserve officer promotions.....	7.A.2
Reasonable Commuting Distance	5.A.2.a.(4)
Resident training (including Class “A” and “C” schools)	3.C.1
Temporary physical disqualification.....	5.B.5
Satisfactory participation	4.A.1
Direct Commission Officer.....	1.E.3
Disciplinary action.....	4.B.1
Discharge	4.B.2, 8.B.3
Dual compensation.....	8.C.15

INDEX

E

Enlisted personnel	
Advancements.....	7.C
Separations.....	8.B
Extended Active Duty	
Cancellation or early termination of orders	3.B.7.c
Orders.....	3.B.6.a.(10)

F

Frocking	7.A.12
Funeral honors duty	2.A.6
Scheduling.....	2.B.2

G**H**

Hardship.....	5.B.3.a(3)
History of the Reserve	1.B.1
Operational milestones.....	1.B.3
Reading list	1.B.5
Regulatory/policy timeline.....	1.B.2
Healthcare	
Active Duty for Healthcare (ADHC).....	3.A.4.e., 3.B.6.a(13), 6.A.6
Civilian, reporting requirements	6.B.2
Continuation on active duty	6.A.6
Dependents.....	6.A.6
Entitlement.....	6.A.1, 6.A.3, 8.C.13
Fitness for duty	3.B.6.c, 6.A.3.b, 6.B.3.a
Notice of Eligibility (NOE)	6.B.3
Responsibilities	6.B.1
Retirement.....	8.C.13

I

Inactive Duty, defined.....	2.A.1
Annual authorization.....	2.B.4
Berthing while on orders.....	2.B.6
Meals while on orders	2.B.7
Orders.....	2.B.1
Scheduling and reporting	2.B.2
Travel entitlements.....	2.B.5
Types.....	2.A.2

INDEX

Incapacitation benefits	6.A
Pay and allowances	6.A.4, 6.B.4
Pregnancy	6.A.7
Individual Ready Reserve (IRR)	1.C.2
Annual training requirement	4.A.3.a
Hardship transfers	5.B.3
Overbilleting	5.A.4.c
Reservists on long-term active duty	3.B.4.b
Training/pay categories	1.D.3
Transfers from SELRES	5.B.3
Transfers to IRR	5.B.2, 5.B.7.a
Uniform maintenance requirement	5.B.9
Insurance, Veteran's Group Life Insurance	8.C.13
Inter-Service transfer	8.A.2, 8.B.2
Investigator (IV) rating	7.C.6, 7.C.10
Involuntary recall	
Reassignment after release from active duty	5.A.13.b
Unsatisfactory participation	4.B.2.a

J**K**

Key employees	5.B.6
---------------------	-------

L

Line of duty	6.A.2, 6.A.5
--------------------	--------------

M

Minister of religion	
Officer resignation due to ordination	8.A.3.a.(2)
Enlisted separation due to ordination	8.B.1.e
Mobilization	
Key employees	5.B.6
Training Pay Categories	1.D.2, 1.D.3
Montgomery GI Bill – Selected Reserve	
Obligated service agreement requirements	5.B.1
Suspension and recoupment	4.B.2.a(4), 5.B.3.a.(4)

N

Notice of Eligibility (NOE)	6.B.3
-----------------------------------	-------

INDEX

O

Obligated service	
Transfer from Ready Reserve	5.B.3
Obligations	
Retirement	8.C.14
Travel outside the U.S.	4.A.5.a
Officer Candidate program (OCS)	1.E.3
Orders	
Active duty	3.B.1
Active duty for healthcare	6.A.6
Cancellation or early termination	3.B.7
Inactive duty	2.B.1
Overbilleting	5.A.8
Assignment panels	5.A.5, 5.A.6
Due to position deletion or unit decommissioning	5.A.10.e
Reasonable Commuting Distance	5.A.2.a(4)
Reservists released from active duty	5.A.13.a
Unit training capacity	5.A.9

P

Participation, satisfactory	
Allowable weight standards	4.A.2, 4.A.6
Defined	4.A.1
SELRES	4.A.2
IRR	4.A.6
Participation, unsatisfactory	3.B.6.d, 4.B, 8.A.4, 8.B.1
Pay and allowances	
Dual compensation	8.C.14-15
Incapacitation benefits	6.A.4, 6.B.4
Retired, calculation	8.C.4, 8.D.6
Performance measures of the reserve	1.A.2
Physical disability	8.D
Physical disqualification, temporary	5.B.5
Pregnancy	
Assignment limitations	5.A.11
Incapacitation	6.A.7
Promotion	
Chief Warrant Officers	7.B
Commissioned officers	7.A
Inactive Duty Promotion List (IDPL)	7.A.3
Reassignment	5.A.5, 5.A.6.a(2)
Failure of selection	7.A.7, 7.B.2
Frocking	7.A.12

INDEX

Q

R

Readiness Management Period (RMP).....	2.A.5, 5.B.5.b
Annual authorizations	2.B.4
Scheduling.....	2.B.2
Ready Reserve	1.C.2
Annual screening, failure to respond	4.B.4
Compliance measures	4.B.2
Key employees, removal.....	5.B.6
Transfer to Standby Reserve.....	5.B.3
Reasonable Commuting Distance	
Assignment consideration.....	5.A.2.a(4)
Change of residence.....	4.A.5.b
Overbilleting	5.A.9.c
Travel allowance entitlement.....	3.B.5
Reserve Officer Mobilization Disposition Board	8.A.7
Reserve Program Administrator (RPA).....	3.A.4.c
Cancellation or early termination of orders	3.B.7.c
Orders.....	3.B.6.a.(11)
Resignation	8.A.3
Retired Reserve.....	1.C.4
Categories	8.C.2
Disability retirement	8.D
Dual compensation.....	8.C.15
Former members	8.C.16
Grade or rate	8.C.8, 8.D.5
Privileges.....	8.C.13
Procedures for requesting retirement.....	8.C.12
Recall to active duty.....	1.C.4
Reserve Officer Mobilization Disposition Board	8.A.7
Retired pay, calculation	8.C.4
Retirement points, computing.....	8.C.9
Retirement points for partial anniversary years, computing.....	8.C.11
Due to physical disability.....	8.A.5, 8.D
Transfer due to physical disqualification.....	5.B.5
Running mate	7.A.5

S

Selected Reserve (SELRES)	
Advancement	7.C.1
Annual authorization.....	2.B.4
Annual training requirement	4.A.3
Assignments.....	5.A.1

INDEX

Obligated service	5.B.1
Physical disabilities not incurred in line of duty	8.D.8
Post WWII strength	1.B.4
Ready Reserve	1.C.2
Training/pay categories	1.D.2
Transfer due to relocation	5.B.7
Transfer to IRR	5.B.3, 5.B.5
Uniform maintenance requirement	5.B.9
Separation	
Due to age	8.A.5, 8.B.3
Due to time in service	8.A.6, 8.B.4
Physical disqualification	5.B.5, 8.D.7
Ordination as minister of religion	8.A.3.a.(2), 8.B.1.e
Standby Reserve	1.C.3
Reserve Officer Mobilization Disposition Board	8.A.7
Training/pay categories	1.D.5
Transfer due to relocation outside U.S.	5.B.7.a
Transfer from Ready Reserve	4.B.2, 5.B.3, 5.B.5
Statutory basis of the Reserve	1.A.1
T	
Training/Pay Categories	1.D.1
Types of authorized duty	1.D.6
Training pipeline categories	1.D.4
Training	
Application process	3.C.4
Availability	3.C.2
Coast Guard course schedules	3.C.3
Resident (including Class “A” and “C” schools)	1.E.2., 3.B.4.c, 3.C.1
Transfer	
Due to relocation outside U.S.	5.B.7.a
Due to temporary physical disqualification	5.B.5
From Ready Reserve	4.B.2, 5.B.3, 5.B.5
Hardship	5.B.3.a(3), 5.B.4
Obligated service	5.B.1
To IRR	3.B.4.b, 4.B.2.a(2), 5.B.2
Travel	4.A.5
U	
Uniform maintenance requirement	5.B.9
Uniformed Services Employment and Reemployment Rights Act (USERRA)	4.A.4.a

INDEX

V

Veterans Administration compensation 8.C.15

W

Waiver

Annual training requirement 4.A.4

Separation for disqualifying physical condition 8.D.7.b

Failure to earn minimum required retirement points 4.B.5

Mandatory discharge or retirement 8.B.3, 8.C.12.c

Retirement due to time in service 8.A.6, 8.B.4

X

Y

Z